

Programme and Project Health Check, Review and Audit



Programme and Project Health Checks / Project Reviews / Project Audit can be completed at any stage of the project from inception to project completion and can either be based on the Project Management Body of Knowledge (PMBOK® Guide) or PRINCE2®. Programme and project Health Checks / Project Reviews / Project Audits must be seen as assisting and encouraging the project team maintain good project management practices from the inception of the project and not just for the end project review. The benefits include:

- Practical solutions to improve the effectiveness of the project delivery team
- Improved visibility on the progress of critical paths and projects
- Clarification of roles, responsibilities and accountabilities within the project team
- Independent and comprehensive review of the project operations
- Reduction in the time required for the end project review
- A high impact, hard hitting end of project review



Is the status of your project keeping you awake at night? PM Academy can provide you with insight on your programmes and projects.

At PM Academy we have expert programme and project management professionals to ascertain and report on the status of your programmes and projects. Our services include:

- Project Health Check: A snapshot of the programme and project management documents used
- Project Review or Project Audit: A snapshot of the programme and project management documents used AND a detailed analysis of the viability of the programme or project



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We follow our 5 step PPINSIGHT methodology below when conducting a project management maturity assessment.

➤ **Confirm Scope and Sign Contract:**

We confirm and finalise the programme and Project Health Checks / Project Reviews / Project Audits Scope, the execution approach, project structure, interview timescale, reporting requirements and timelines for the assessment. Project Delivery contracts are prepared and signed by both parties. The aim of a project health check is to get an independent assessment on how well the project is performing.

The scope is tailored to client requirements but typically includes:

- ✓ Business Case and Benefits Management
- ✓ Scope Management
- ✓ Time Management
- ✓ Financial / Cost Management
- ✓ Quality Management
- ✓ Integration Management
- ✓ Human Resources Management
- ✓ Stakeholder and Communication Management
- ✓ Risk and Issue Management
- ✓ Procurement Management
- ✓ Configuration Management
- ✓ Governance Management

➤ **Conduct Assessment:** Based on our 5 step PPINSIGHT methodology the programme and project Health Checks / Project Reviews / Project Audits is conducted via Project Managers and organisations key stakeholders.

➤ **Compile Draft Report:** We interrogate our database of best practices and compare the best practices to our initial findings. A draft report is compiled for management review.

➤ **Present Draft Findings:** The draft programme and project Health Checks / Project Reviews / Project Audits is presented and discussed with the client to confirm relevance, accuracy and agreement. Additional Programme and Project Health Checks / Project Reviews / Project Audits are discussed and planned over the life span of the programme or project to ensure early indication of problems and on-going viability of the programme or project.

➤ **Final Report and Closure:** We work closely with the project team to ensure that the areas for improvement are communicated and the action plan identified in the final report is implemented. The final report is handed over to the client and the assignment is formally closed.

About PM Academy

PM Academy South Africa was established in 2005 and expanded their service offerings to Botswana by establishing a Botswana company in 2016. The strategic vision is to provide world class professional project management training, consulting and recruitment to the local and international markets.

PM Academy has a wealth of experience and we have successfully completed projects, training and recruitment throughout Africa.

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