



## PROJECT SOLUTIONS

# Project Solutions

“The secret of getting ahead is getting started. The secret of getting started is breaking your complex tasks into small manageable tasks, and then starting on the first one” – Mark Twain

Proton Solutions include a range of proven and established tools and techniques designed to assist through all stages of a project's lifecycle. These services can be employed quickly, and used together or independently of each other to help achieve project success.

Proton's comprehensive suite of tools and techniques can be used to enhance any or all aspects of a project. Our techniques have been proven in the field, on projects of all sizes and all levels of complexity, and can be adapted to suit all conditions and business needs.

## Project Assurance

When a project is in trouble the first tool most organisations employ is a Project Audit. The problem with this approach is that it's often reactive and too late to effect any change.

Project Assurance, unlike a Project Audit, has a constructive focus on promoting project success rather than simply identifying problems. By focussing on preventing problems, Project Assurance can be used to plot where a project is at any point in its lifecycle, determine how well it's tracking to its original goals, and realign the project to the underlying business need.

Proton's Project Assurance packages include:

- Initiation Reviews
- Phase or Lifecycle Reviews
- Pre Implementation Reviews
- Post Implementation Reviews
- Recovery or Salvage Reviews

Project Assurance provides project owners with an objective assessment of the health of their project, and a reliable platform for successful project delivery.

## Project Initiation

Effective Project Managers will do their best work when it matters most, at the beginning. Project Initiation is the most important part of any project and is often the most difficult to achieve successfully.

Project Initiation provides a reliable launch platform for your project by putting in place all essential project planning components including a Project Charter, Project Management Plan, Risk Profile, Project Profile, Task Plans and Schedules, Resourcing Plan, and Project Budget.

A successful project doesn't happen by accident. It's the project initiation stage that will set your project up for success.

## Project Profiling

Project Profiling is a diagnostic process and tool that collects information about the environment in which a project will operate, and provides a structured project framework tailored to the specific needs of the individual project.

Used as a stand-alone tool or to supplement a company's existing processes, Project Profiling will determine the optimum level and mix of management effort required across the project to deliver its objectives.

Proton's Project Profiling provides:

- an understanding of the business climate and environment in which your project will be operating
- a project-specific Profile Chart highlighting the areas requiring greatest project management attention
- a guide to the nature and level of Project Management capability required on the project

Project Profiling adds value during a project but is most beneficial at the project initiation stage.

## Business Impact and Change Management

Planning and managing change, both cultural and technological, are often the most challenging elements of any project. Understanding the key areas of change management, and the associated traps and pitfalls, is critical to achieving success.

Proton's Business Impact and Change Management provides a process to assess and manage the impact of change on the business. This process is designed to minimise disruption to the business and help staff accept and adjust to the change.

Effective Change Management provides a structured and supportive path through the stages of change. It builds the acceptance and success of change by minimising denial and resistance, encouraging exploration, and accelerating commitment.

Proton's Business Impact & Change Management services provide a framework to manage the effect of change for people and organisations.

## Project Tracking and Reporting

Project Tracking and Reporting are essential aspects of any project, providing the project manager and stakeholders with a view of how a project is progressing and where it stands.

This is not always as simple as it seems. There are many ways to measure project progress, and just as many ways to report on it, and when put together the result does not always provide a clear and objective view of how a project is progressing.

Proton's Project Tracking and Reporting can be used independently or linked to your preferred project tracking database, to provide sound tracking data, objective progress assessments and clear trend analysis.

## Risk Management

Risk Management provides a process to capture the risks associated with a project and an ongoing mechanism to assess, monitor and control risks that may impact on the project's success.

In a project context, Risk Management can be defined as the process of identifying, analysing and responding to risk factors throughout the life of a project. Effective Risk Management takes a proactive approach by identifying and preparing for potential

events in advance, rather than reacting to them as they occur.

Proton's Risk Management services provide specialised support in Risk Identification, Risk Assessment, Response Development and Risk Control.

## Project Recovery

Recovering a troubled project requires great care and a special approach. Projects can get into trouble for many reasons and in many ways. Early indicators include surprise costs, unplanned delays, scope shrinkage, and reduced "discretionary" effort in areas like testing and quality assurance. Optimistic planning and unrealistic business cases can also undermine the viability of a project.

Proton has well developed tools and processes and a professional team experienced in diagnosing and remediating troubled projects, or salvaging value from early termination.

## Enterprise Project Support

There are many skills and techniques that can be brought together to help Project Managers structure their project in a way that suits the organisation and environment. Effective Project Managers will not reinvent the wheel for each project they manage, but will use their unique insight to shape each project they work on.

The primary concern of the Project Support Office is to equip projects with the tools, techniques and skills necessary for managing the organisation's project assets. The Enterprise Project Support Office is the repository for reusable organisational capabilities, and is an invaluable asset to support all projects. Proton has extensive experience in developing and maintaining the Project Support functions required to deliver successful projects.

## Portfolio Management

Most organisations are engaged in programs of ongoing change delivered through a suite, or portfolio, of projects. Effective coordination and planning of your organisation's Project Portfolio is essential to achieve the best value from your organisational change budget. Individual projects may be well formed, planned and managed, but if they aren't linked back to overall organisational change goals, and coordinated effectively with each other, organisations risk wasting time and duplicating effort.

Proton's Portfolio Management services link all projects into a coordinated organisational plan that consolidates project goals, plans and results into a single control point. Portfolio Management reduces the risk of overspending on unnecessary change projects, and helps to identify where additional work is required to achieve the change goals of the organisation.

## Project Lifecycle Management

Project Lifecycle Management distils the essential elements of good project governance into a simple easy-to-use management approach and process. It provides a clear step-by-step guide and a set of straightforward tools and templates that meet the needs of most projects.

Project Lifecycle Management has been designed to avoid unnecessary jargon, remove superfluous management effort, and equip the Project Manager with a complete but flexible management structure.



## Solutions Pricing

Our Solutions are typically undertaken for a fixed price, and our automation and other efficiency systems allow us to provide these services at very competitive prices.

**For more information on Proton Projects Solutions**, please email [solutions@protonprojects.com.au](mailto:solutions@protonprojects.com.au) or contact your Relationship Manager.

## Our other Services

Proton will work with you to meet all your project and change management needs. In addition to a full range of project and change management solutions, we also offer our clients:

- access to a highly skilled team of Project and Change Management professionals
- an industry endorsed Learning and Development program

## Project Resourcing

The pressures of project work can be demanding. Proton's project specialists are conditioned to the corporate environment and understand the demands of project work.

We provide highly skilled business and IT professionals to work on projects Australia wide. Proton's transparent pricing model ensures competitive market rates.

Our pool of project professionals encompasses the full range of project skills, including:

- Project Managers
- Business & Process Analysts
- Business Impact & Change Managers
- Test Specialists
- Training Specialists
- Project Office Staff
- Specialised Project Personnel

**For more information on Proton Projects Resourcing**, please email [resourcing@protonprojects.com.au](mailto:resourcing@protonprojects.com.au) or contact your Relationship Manager.

## Learning and Development

No matter what profession you work in, it's important to stay up to date on current and emerging trends relevant to your industry.

Proton Learning and Development provides state of the art education programs to help Project and Change Management professionals stay on top of their game.

Our courses are developed by industry experts and incorporate the latest local and international trends in project and change management. Each course reflects best practice principles in project management, change management and business and process analysis. Our project management courses have received certification from the Australian Institute of Project Management.

Proton Learning and Development offers public and private courses that can be customised to meet specific organisational requirements. Other services include competency assessment, post-training support, mentoring and coaching, learning support and facilitated workshops.

**For more information on Proton Projects Learning and Development programs** please email [learning@protonprojects.com.au](mailto:learning@protonprojects.com.au) or contact your Relationship Manager.