Answer Solutions

Example Project Plan

Project Definition

Define the objectives and detail for a successful project

Internal Project Kick Off

Sales
Consultancy
Development
Support
Project Management

- Define Project Team Members, external and internal
- Review Contract and commitments
- Company profile and organisation
- Timescales/compelling events
- Establish customer expectations
- Risk analysis

External Project Kick Off

- Risk Analysis
- Define Project Team Members, internal and external
- Review Contract and commitments
- Review Company Organisation
- Timescales/compelling events
- Business Requirements Definition (BRD)
- Success Criteria
- Risk Analysis
- Measures

Business Analysis

Record details on customer working practices to run the project effectively

Company Profile

Accounts
Organisational
Analysis
Politics

- Site/factory tour

- Product/manufacturing study

- Review business cycles, process flows and working practises

Understand:
- What the company does now
- What they want in the future
- Restrictions caused by current systems

- Main markets, key players and key customers

- Document

- Generic training for Project Team

- Note any potential modifications

Business Flow

Examine and understand the recorded data

- Identify functional application areas that satisfy company business processes

-Identify roles responsible for controlling company business processes

- Document checklists/ ticklist

Business Fit

Develop and model the application to fit customer business practices

- Set up business scenarios within the application

- Review application fit with business requirements

- Establish 'pros and cons' where multiple application options are available for same functions

- Internally review business fit prior to presenting to customer

- GAP analysis

- Identify key user profiles in summary

- Risk analysis

Implementation

Submit the solution for scrutiny and feasibility

- Final internal review of business fit

- Present business fit to customer

- Review and develop business fit where appropriate

- Identify any items of bespoke required and agree timescales

- Agreement to sign off business fit

Project Milestone

- Preparation for Conference Room Pilot

- Conference Room Pilot

- Issue Resolution

Simulation

Install and implement the solution in the customer organisation

- Identify key users to be trained

- Develop a training schedule

- Set up data for training

- Deliver training courses

- Review and follow up consultancy – issue resolution

- Internal follow up of any bespoke

- Determine static and dynamic data take-on

- Verify and check validity of data to process through the Application

- Review and generation of user manual

- End user training

- Develop contingency plan/risk analysis

Go Live

Review

Review finished solution, adjust to ensure successful operation

- Review implemented solution

- Review metrics estimated vs. actual

- Identify any outstanding issues/bugs and find a solution

- Project close

- Support handover

- Internal project review