Project Management and Control Methodology Summary

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This information leaflet provides a summary of the Global Pharma Networks Project Management and Control Process.

GPN place a high emphasis on engaging the project team in the project management process. To this end GPN follow the philosophy of Goal Directed Project Management. The principles of GDPM dictate that as well as the project objectives the project must address the impact that the project has on the organisation and the people within that organisation. The GDPM process thus dictates that all projects should have System goals, Organisation goals and people goals. By thinking of each of these areas when planning and managing a project a project team can achieve higher success by obtaining greater buy in from the organisation and people and help to develop themselves in the process.

Toolkit Content:

Introduction:
Provides an introduction to project management: -
- What a project is and why it is different from day to day activities
- Why do companies carry out projects and where they are generated
- How they should link into the company's goals and objectives
- How to assess a project and ensure it gets the correct priority
- Introduction to project planning and definition
  - What makes projects fail
  - What makes projects succeed

Project Planning
Introduces the stages in the planning process from
- Definition
- Review, approval and prioritisation
- Milestone planning
- Risk assessment and management
- Activity scheduling and definition of roles and responsibility
- Resource balancing

In this section we concentrate on developing an understanding of the project, the project process, the work involved and an agreed understanding by the team. GPN recommend that this phase be carried out with a project team(s) on a real project. In this way the team learns the process in a practical way and helps them kick-start the project. The output of this phase will provide the following
1. 1st draft Project Charter
2. 1st draft Milestone plan

3. A Project Risk Register
4. 1st draft Activity schedule which will detail out the steps required to get the project up and running

Project management and control

This section should be tackled in 2 phases, theory session on defining and agreeing the project management and control processes and a practical support period that allows on site mentoring and evaluation of the project control processes in practice.

In the theory session:
The difference between reporting and control will be explored.
The reporting process will be defined and agreed by the team and a simple format will be agreed.
Once the reporting process is agreed the team will focus on how to control the project. The team will examine the items that need to be controlled, what might cause them to get out of control and how contingency plans can be developed. An integral part of this process is understanding the critical path of the project and the relationship the project risk register has to it.
Finally in the theory session the team will discuss and agree the change control processes required to manage the project in relation to the overall site objectives.

In the practical sessions:
GPN would attend on site for the project review for an agreed number of weeks. The object of this is to ensure that business critical projects do not start to slip due to team inexperience. In these review sessions GPN would
- Review the project progress with the Project Leader
- Attend the project review meetings
- Offer support and advice at the review meetings
- Review the success of the review meeting with the Project Leader under the headings, What needs to stop, What needs to Start, What needs to change, What needs to continue.

In addition to these practical sessions providing the team with access to GPN's experience of running large projects they also provide the team with access to the solutions that GPN have used in the past on similar projects.