



PROJECT MANAGEMENT

IT and technological projects
Strategic management
Organization management
Special projects

offer

All organizations are involved in projects, and each of them has a shorter or longer list of costly failures in their implementation. There can be many reasons for this: lack of commitment of the project sponsor, insufficient planning, improper composition and organization of the project team, poor communication, as well as insufficient attention dedicated to documentation or project risks. The most common reason is the lack of experience of people assigned to the role of project manager. A typical mistake is to entrust this function to specialists in a given field, who, however, do not have the appropriate skills or predispositions to coordinate complex project undertakings.

The services described below consist in providing ongoing consulting assistance in the course of project implementation or entrusting the task of project coordination (in whole or in part) to an external consultant. Consultative support can be provided in three forms:

- instructional training for project teams,
- methodical consulting in the course of project implementation,
- full or partial outsourcing of project management functions.

Instructional training is addressed to people directly involved in the implementation of the project. It is a practical introduction to project management methodology. The main purpose of the training is to present the division of roles and responsibilities in the project, and to facilitate the work of the project manager at the stage of initiating the project procedure.

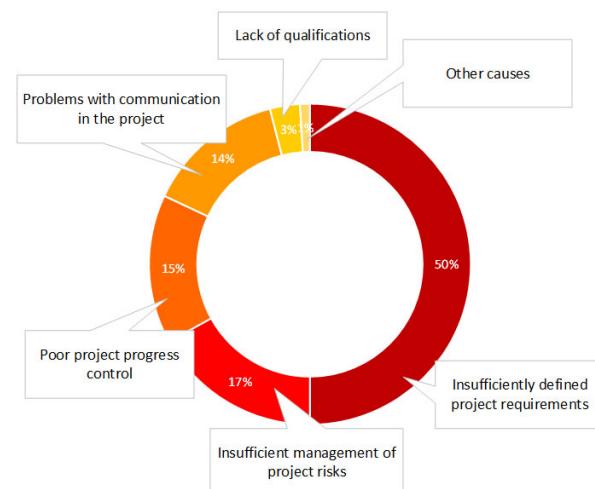
Consultative support can be provided at the level of the project sponsor, steering committee or project manager. The aim is to ensure a methodically correct course of the project procedure and to obtain the highest possible quality parameters of the project products.

Outsourcing of project management consists in entrusting a consultant with the duties of a project manager or task force manager, or in performing indicated project tasks. Employment may take the form of a generic power of attorney, setting out the rules for representing the client in a specific scope (e.g. in negotiations with business partners or in proceedings before regulatory authorities).

The services offered are addressed to enterprises, government administration units, local government units and non-profit organizations. The main benefit for organizations that decide to take up the offered cooperation is the reduction of the risk of project failure and losses in this respect.

The main cause of project failure is insufficiently precise expectations regarding project products. Lack of commitment on the part of the project sponsor usually translates into insufficient planning, project risk management and poor ongoing supervision over the progress of work in the project.

It's worth remembering.



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Cooperation goals

Providing professional support in planning and running sponsored projects at the board or top management level. Providing consultancy, training and outsourcing of project management including: formulating project assumptions, project planning, organizing a project team, project management, risk management, coordinating interdisciplinary issues, legal aspects and cooperation with regulatory authorities and reporting.

Scope of cooperation

IT and technological projects

- Developing electronic services in the ICT sector
- Implementation of ERP, CRM and GIS class systems
- Implementation of data warehouse and analytical applications
- Designing and developing websites
- Development of eCommerce systems
- Developing solutions in the field of eGovernment
- Developing municipal ICT systems

Strategic management

- Strategic planning in business and public administration
- Identifying and systematizing operational metrics
- Strategy mapping and balanced scorecard development
- Implementation of management by objectives systems
- Implementation of task-based budgeting systems
- Development of long-term investment planning systems
- Moderating workshop sessions for the management staff
- Competitive solutions intelligence

Management organization

- Optimizing business processes and operating procedures
- Modeling and optimizing organizational solutions
- Conducting internal organizational audits
- Planning and managing organizational change
- Organizing a project management office
- Organizing the strategy office

special projects

- Strategic projects sponsored at the board level
- Preparation of tender offers
- Projects requiring interdisciplinary coordination
- Representing the company before regulatory authorities
- Creating and editing internal normative acts
- Formulating and negotiating multilateral agreements
- Developing business plans for new ventures
- Organization of commercial legal entities
- Organizing associations and foundations
- Graphic design and multimedia productions
- Copywriting

Benefits for the customer

- Comprehensive, interdisciplinary approach to projects
- Efficient organization of the project procedures
- Feasibility and profitability analyzes of projects
- Correct identification and organization of project resources
- Optimal project budgeting
- Efficient and timely implementation of project tasks
- Fulfilled quality assumptions in the project
- Efficient management of project risks
- Proper documentation of project activities
- Project status reporting
- Reliability and responsibility in cooperation

Forms and conditions of cooperation

Establishing cooperation within the offered services is preceded by the stage of analyzing the client's needs, specifying goals and determining the scope of work. The basis for establishing cooperation is the assessment of the specificity of the project and the conditions for its implementation. Cooperation as part of consulting support in projects includes the following stages:

- Conclusion of the confidentiality agreement,
- Agreeing on the client's needs in the project management field and the scope of cooperation,
- Formulation the goals and tasks, as well as acceptance criteria of the work performed,
- Agreeing on the conceptual assumptions of the project and the schedule of cooperation,
- Determining the resources necessary to carry out the planned tasks,
- Setting the rules of communication and other detailed terms of cooperation,
- Conclusion of a cooperation agreement,
- Performance of the agreed works,
- Closing and settling the project,
- Preparation of the final report and presentation materials.

In the projects, the purpose of which is to purchase and implement specific technical solutions, there are usually three parties: the buyer, the seller and the consultant. The role of the consultant in this type of cooperation can be of two types: (1) it can act as an advisor or project manager on the buyer's side, or (2) as an advisor on the supplier's side. His role in both cases is to ensure effective communication between the parties and to facilitate the implementation of systems.

