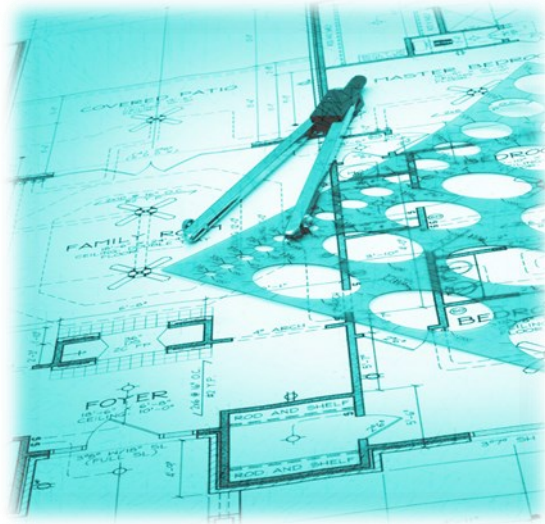




# Management Consultants

## Project Management Services



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Our Project Implementation process typically invites two major phases:

1. Project planning
2. Project execution

With A&Z Management Consultants Project Management Services, the entire project lifecycle fits into a schedule that satisfies our client's needs.

## Project Planning

The planning phase paves the way for smooth project execution. It includes planning, definition of goals and expectations, and documentation of the plan, all of which can be revisited and revised as necessary as desired. This Process involves 8 steps listed below:



**1. The Kickoff:** Planning begins with a project kickoff. This is the event that officially starts the project planning process. The agenda covers an introduction to many of the planning activities, and includes: a services introduction, project office introduction, training class overview, project plan review, integrated team overview, and success overview.



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**2. Defining Customer Success:** Our Project Manager works with the client team to determine the customer's success criteria. The customer success definition is critical to defining scope and the business objectives to be achieved by the project.



**3. Identify Project Team and Stakeholders:** The Project Manager works with the customer to define an integrated project management team that encompasses the resources needed to complete the project. These individuals are included in the project planning document.



**4. Document Project Assumptions:** The Project Manager uncovers and documents any assumptions and works to resolve any potential conflicts that have not been previously communicated to the various individuals and departments that will be impacted by the implementation.



**5. Identify Project Risks and Mitigation:** The Project Manager analyzes any potential risks associated with completing the project on time and within the prescribed budget. Consideration is also given to how the project's implementation might impact the ongoing operations of the organization and any associated risks. Once all these risk elements are identified, a risk-mitigation plan is developed.



**6. Project Plan Development:** The Project Manager works with the project team to construct a project schedule with tasks, milestones, and deliverables for both A&Z Management Consultants and the client. The schedule is created based on a proven methodology developed by PMI. Over the years, our intimate understanding of our products and services, as well as the inherent needs of each specific industry, gives us the experience needed to make accurate estimates and set achievable goals.



**7. Communication Plan:** The Project Manager determines what communication requirements are needed for the project team. This may include status meetings, status reports, meeting minutes, and project plan updates at specified intervals. These are included in the project planning document where they can be revisited as required.



**8. Pre-Onsite / Remote Services:** The Project Manager facilitates the review of homework and/or other requirements and determines readiness for planned on-site service activities and project plan tasks. The Project Manager also ensures readiness for onsite validation activities. These include checklists based on project requirements. The Project Manager facilitates teleconferences in advance of site meetings with A&Z Management Consultants and finalizes agendas and tasks to be accomplished.



**Project Execution**

The Successful Completion of the Planning phase allows us to now proceed to the Project Execution process where we follow steps to the final completion of the Project.

### Project Execution

The Project Execution phase is carried out in 5 steps leading to the final completion of the desired Project. These are listed below:



**1. Directing the Project Team:** The Project Manager performs activities to accomplish project objectives, manages project communication channels, and ensures the project team is properly prepared, and then ensures that task assignments are being completed as planned. This activity is conducted throughout the project lifecycle.



**2. Managing Project Scope:** A critical responsibility for any project manager is to strike a balance between making ongoing adjustments to the original project plan that are necessary - and, at the same time, not letting the project spin out of control from "scope creep." Our Project Manager ensures that the scope for each task is prioritized, understood, and documented and that the load on any affected resources is kept in balance.

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**3. Conduct Project Status Meetings:** The Project Manager schedules, plans, and leads all of the status meetings. This includes maintaining a history of the project's lifecycle that can be referenced during an audit.



**4. Day-to-Day Meetings and Issue Management:** As issues and questions arise, the Project Manager facilitates meetings for the resolution of such items. This activity is conducted throughout the project's lifecycle.



**5. Project Close:** The Project Manager ensures "Go Live" readiness based on the project plan, facilitates the transition to customer support, and supports the development of any support procedures. The Project Manager facilitates a review at the close of the project, meeting with stakeholders to review the project based on customer success definition. Typically this is completed after the "Go Live" milestone during the deployment phase of the project.