

Program Health Check

Will your key programs fail? The "PM Health Check" will tell you!

Executive Summary

The goal of the 250 question “Program Health Check” is to reduce project-related risks across all program and project phases.

- The goal of the “Project Management Health Check” is to increase the quality of project management in order to reduce project-related risks.
- The “Project Management Health Check” is carried out based on a questionnaire which has been developed based on international standards, such as PMI, GPM,...
- The aim is to identify project management strengths and weaknesses in all areas of operational project management.
- Based on the “Project Management Health Check’s” results potential areas to improve operational project management are identified.
- The “Project Management Health Check” follows a defined audit process. The process evaluates the project manager through interviews and based on available documentation.
- The “Program Health Check” builds on assessing >250 questions related to your program. The detailed and documented outcome allows you to swiftly correct areas of risk.
- The “Project Management Health Check” results in a project management assessment. It is followed by a assessment debriefing to all relevant parties. Objective and comprehensive 360°-project review to identify current strengths and weaknesses.
- Increase transparency and quality to reduce risks for current and future activities.
- Improve operational management in the identified gap areas.

The “Program Health Check” is a 3 to 5 week process that comprehensively identifies the risk areas that might make your program fail.

The “Health Check” audit follows a defined four-step process.



Key Activities

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| <ul style="list-style-type: none"> ■ Identify projects across the organization to audit ■ Selected projects must be diverse (different sectors, different sizes, different types) ■ Define and agree on execution plan | <ul style="list-style-type: none"> ■ Execute interview sessions with selected project managers ■ Identify and gather project documentation for later review ■ Additionally interview project team and other project stakeholders as needed ■ Complete first assessment by evaluating all project assessment criteria | <ul style="list-style-type: none"> ■ Verify/analyze provided documentation (from interview phase) ■ Review and discuss interim audit results with project manager ■ Complete review with additional information gathering with project manager, team members or stakeholders ■ Finalize project audit assessment | <ul style="list-style-type: none"> ■ Consolidate audit results ■ Identify main project management gaps per project and on organizational level ■ Compile executive report with recommendation on how to bridge gaps ■ Debrief and present results with relevant stakeholders |
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Key Deliverables

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| <ul style="list-style-type: none"> ■ List of project to audit ■ Audit execution plan | <ul style="list-style-type: none"> ■ Initial audit assessment of selected projects | <ul style="list-style-type: none"> ■ Finalized and verified audit of selected projects ■ Finalized list of referenced interviews and documentation for each assessed project | <ul style="list-style-type: none"> ■ Executive summary on main gaps and gap closure measure recommendations ■ Identified gaps within each project and closure recommendations per audited project |
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To minimize risks and ensure seamless operationalization the “Program Health Check” identifies risks and areas of improvement within the portfolio.

SAMPLE



Project Management Health Check

Project Information

Project name: _____ Sample Project

Assessment date: _____ 12/12/2014

Project manager: _____ John Doe

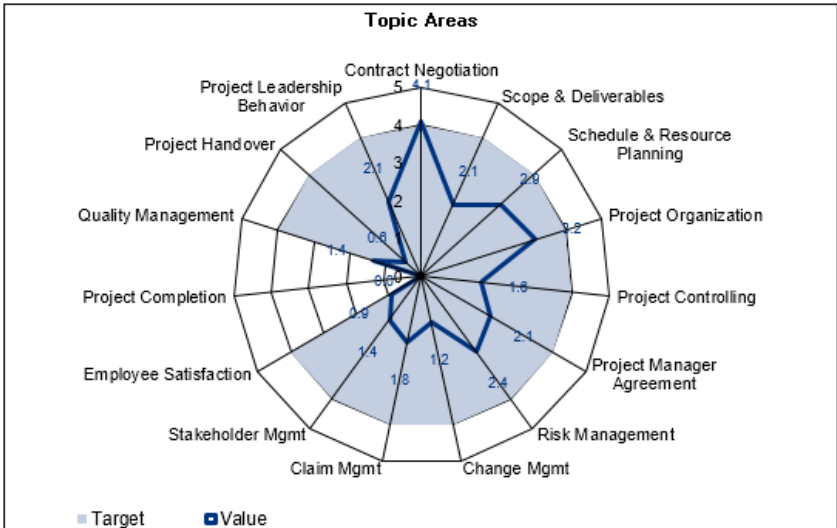
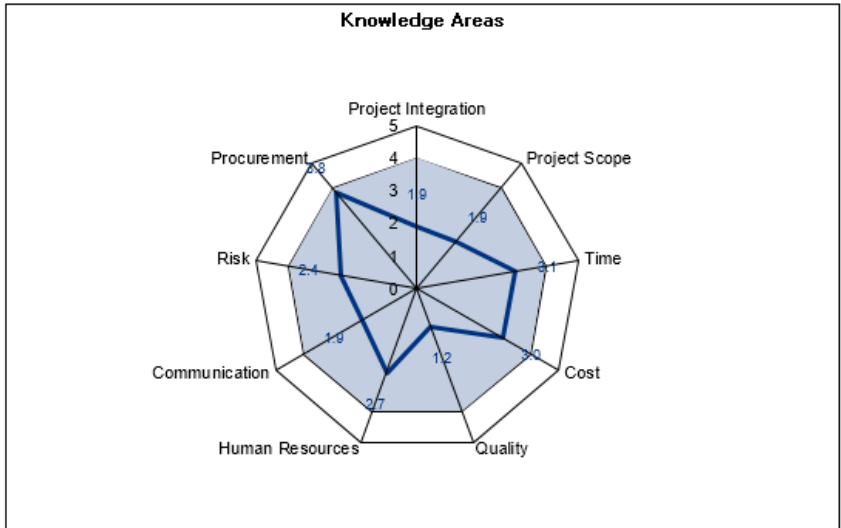
Project manager OrgID: _____ PMO

Overall Risk Assessment

High risk Total Score: 2.3

Legend

Scale	Description
0	Not done / Not available
1	Partially done, but not documented / Very little
2	Partially done, and documented / Little
3	Mostly done, and documented / Somewhat
4	Fully done, and documented / Mostly
5	Fully done, agreed and documented / Very much



Thomas Pittschieler

Managing Director

tel. +971 559 819 619

T.Pittschieler@[topicoconsulting.com](mailto:T.Pittschieler@topicoconsulting.com)

Office Location:

Al Jazeera Al Hamra

Ras Al Khaimah

United Arab Emirates

Mail Address:

PO Box 31291

Al Jazeera Al Hamra

Ras Al Khaimah

United Arab Emirates