

Project Health Checks

Our project health checks compare project performance against established good practices based on PRINCE2™. The health check would compare project performance against good practices in the areas of:

- Project Processes
Starting up, planning, day to day control, governance, closure and learning
- Project Approaches
Organisation, roles, control of risk and quality, change management, configuration management, credible plans
- Project Techniques
Finance and business cases, definition of deliverables, change requests, issue handling, quality review, estimation, scheduling, dependency management, status monitoring and reporting

We do not health check the personal skills of individuals; all health checks are done in a very supportive way so as not to criticise people. We take steps to identify any learning points during health checks, and pass on our findings and recommendations as part of the report.

Our health checks gather data on:

- Project team perceptions of the strengths and weaknesses of supporting infrastructure
- Factual evidence to support perceptions.

Objective data will be gathered, allowing statistical analysis and graphical representation of strengths and weaknesses. Typical output would be as shown below.

Colours are used to give immediate visual impact.

- Green – Good practices, with visible supporting evidence.
- Amber - Good practices, however no supporting evidence.
- Red – Few good practices in place.

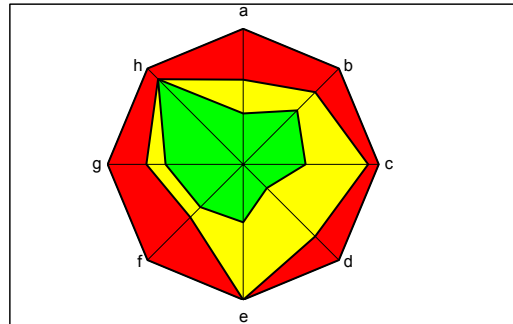
Normally a small representative group of projects be assessed as usually a small, well chosen, sample will reveal generic strengths and weaknesses. Potential types of project would be:

- A short fast moving project
- A lengthy project
- A recently finished, whole life cycle project
- A success story
- Something not-so-successful

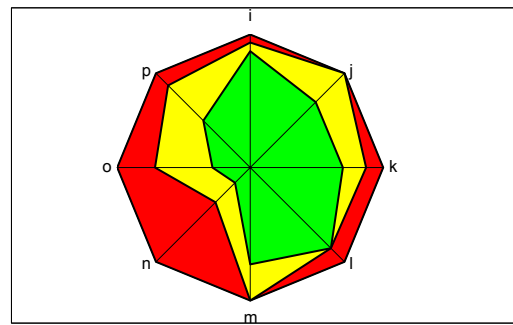
A sample of the type of analysis possible is shown below. Areas in red should be the focus of competence development and support.

Project X – Comparison with best practice

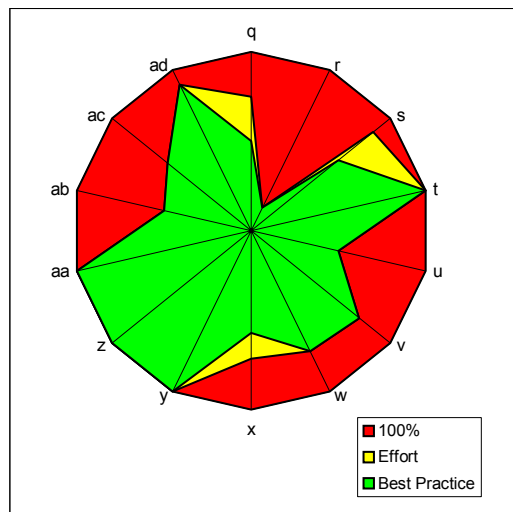
Best Practice Processes	Key	Ans	BP
Starting Up A Project	a	63%	38%
Initiating A Project	b	75%	56%
Controlling A Stage	c	92%	46%
Managing Product Delivery	d	75%	25%
Managing Stage Boundaries	e	100%	43%
Planning	f	56%	44%
Directing A Project	g	71%	57%
Closing A Project	h	89%	89%
		80%	51%



Best Practice Approach	Ans	BP	
Organisation	i	94%	88%
Plans	j	100%	70%
Controls	k	87%	70%
Stages	l	86%	86%
Risk Management	m	100%	73%
Quality Assurance	n	37%	16%
Configuration Management	o	71%	29%
Change Control	p	88%	50%
		83%	62%

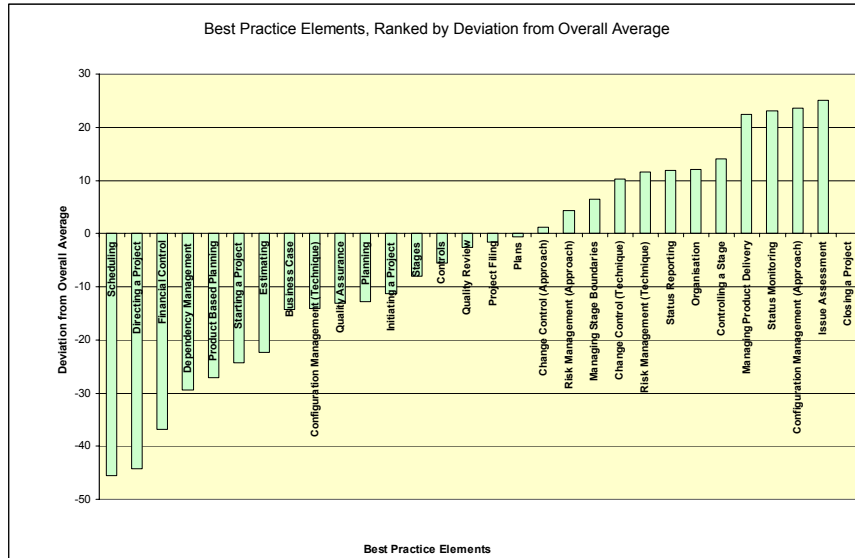


Best Practice Techniques	Ans	BP	
Financial Control	q	75%	50%
Product Based Planning	r	14%	14%
Configuration Management	s	88%	63%
Change Control	t	100%	100%
Quality Review	u	50%	50%
Project Filing	v	78%	78%
Issue Assessment	w	75%	75%
Estimating	x	71%	57%
Risk Management	y	100%	100%
Status Monitoring	z	100%	100%
Status Reporting	aa	100%	100%
Scheduling	ab	50%	50%
Dependency Management	ac	60%	60%
Business Case	ad	91%	91%
		78%	74%



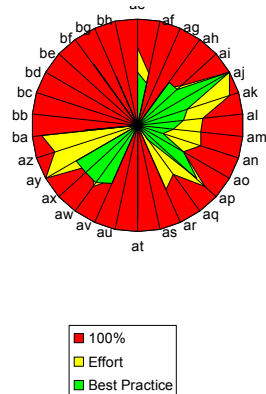
Project X – Comparison to Overall Average for <client>

The following graphs show aspects of the project which exceed or fall below averages for <client>.



Project X – Documentation and Communication Records

The following graphs compare project documentation and communication records to best practice.



Management & Quality Products		Ans	BP
Project Mandate	ae	73%	50%
Project Objective	af	50%	40%
Business Case	ag	N/A	N/A
Project Brief	ah	43%	50%
Project Definition	ai	57%	50%
Project Approach	aj	100%	100%
Risk Log	ak	91%	50%
Project Initiation Document	al	62%	43%
Communication Plan	am	60%	33%
Project Quality Plan	an	63%	25%
Project Plan	ao	50%	50%
Issue Log	ap	86%	75%
Lessons Learned Report	aq	57%	17%
Product Log (Checklist)	ar	67%	0%
Quality Log	as	0%	0%
Highlight Report (Bi-weekly Report)	at	89%	80%
Exception Report (Interim Review Notification)	au	N/A	N/A
Checkpoint Report (Team Meeting Minutes)	av	56%	60%
Phase Plan	aw	71%	67%
End Phase Report	ax	57%	67%
Project Issue	ay	100%	67%
Request for change	az	82%	0%
Off-Specification	ba	91%	50%
Work Package	bb	N/A	N/A
End Project Report	bc	N/A	N/A
Follow-on Actions Recommendations	bd	N/A	N/A
Post Project Review	be	N/A	N/A
Customer Acceptance	bf	71%	0%
Archived Files	bg	0%	50%
Project Closure Notification	bh	N/A	N/A
		67%	44%

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