

PLANNING A SUCCESSFUL PROGRAM
 Clear goals and objectives of the organisation are essential when developing a successful program plan. Ensure that programs support the organisation's goals & if not, then both the goals and the programs should be reviewed



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REMOTE PMO SERVICES
 Acting as a virtual PMO lead to deliver remote PMO services at a fraction of a cost of an employee



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REMOTE PROGRAM MANAGER
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MSP THEMES	KEY CONSIDERATIONS						TARGET OUTCOME				
ORGANISATION	Define Roles and Responsibilities						All roles and responsibilities defined & accountable				
	<ul style="list-style-type: none"> The Sponsoring Group, Senior Responsible Owner 		<ul style="list-style-type: none"> Program Manager Business Change Managers and their teams 		<ul style="list-style-type: none"> Program Assurance Program Office 			<ul style="list-style-type: none"> Project Executives Design Authorities 			
THE VISION	The vision Is easily understood by all stakeholders	The vision describes a desirable future state, not how to get there	It has implicit benefits arising from the transformation to the future state?		The vision is compelling and motivating, engages hearts & heads		Avoids target dates and too many performance targets	A picture of the end goal the program			
LEADERSHIP AND STAKEHOLDERS	Create a Stakeholder Map used to compare the various stakeholders and their interests in the program	Create a Influence/Interest Matrix to map the interest stakeholders to work out approaches and priorities for engagement and communication	Develop stakeholder profiles : to record information such as current and target positions in terms of interest, impact, influence & support		Develop a stakeholder engagement strategy to enables effective stakeholder engagement and communication in the program		Develop a communications plan with messages, audiences, timing, channels and feedback processes	An effective and engaging comms plan in place			
BENEFITS MANAGEMENT	How to identify, define, track and optimise the realisation of benefits (and dis-benefits)						The benefits and disbenefits are clearly defined & measurable				
	Establish a Benefits Management Strategy for the program	Creation of a Benefits Map to show how benefits relate to each other & how program outputs & business changes enable them	Producing a Benefit Realisation Plan to schedule the benefits measurements and reviews for tracking	Benefit Reviews led by the SRO with stakeholders to establish which benefits have been realised to date	Benefits Realisation Manager (optional) to maintain the centre of expertise in benefits realisation	Business Change Managers' responsibilities to identify and quantify benefits and to ensure that transition plans are designed and executed so that the enabling capability					
BLUEPRINT DESIGN & DELIVERY	The Blueprint comprises the current, intermediate and target end state of the key aspects of the business operations (organisation and partners)						Blueprint captures AS IS, TO BE and Transition States				
	The AS IS & TO BE Processes and functions and operational costs and performance		The AS IS & TO BE organisation , staffing levels, skills and culture		The AS IS & TO BE technology, tools, IT , equipment, buildings and accommodation			The AS IS & TO BE information and data			
PLANNING & CONTROL	Determine how the program will be divided into phases (step change in capability and benefits)		Determine the governance process for end of phase reviews		Determine program and underlying projects milestones (start, finish, key events)		Determine how all the individual project outcomes contribute to the overall program		Determine all the interdependencies within the program		A program plan and a governance process is in place
	Determine key transition activities and milestones		Determine communication activities		Determine the benefits management activities		Determine the quality management activities		Determine the assurance activities (G/way & Health checks)		
	Determine the resource management strategy to define how the program will acquire and manage the various resources			Create resource management plan to schedule of activities to implement the program's Resource Management Strategy			Define a governance process for monitoring & control for reporting , status information, changes, managing exceptions				
BUSINESS CASE	How to establish an optimum mix of benefits, costs, risks and timescales used to judge whether or not the program is (and remains) desirable, viable and achievable						The business case (all costs, risks, benefits and timescales)				
	Determine the program costs	Determine the business change and transition costs	Determine the benefit realisation costs	Determine the capital costs	Determine increased operational costs	Determine program management costs					
RISK & ISSUE MANAGEMENT	Develop a risk management strategy on the program's approach to risk management		Create a risk register to capture and actively manage risks to the program		Determine a issue resolution strategy for issues: change requests, info requests technical problems		Create an issues log to capture and actively manage program issues.		All risks and issues identified & mitigated		
QUALITY MANAGEMENT	Define a quality management strategy to define the approach to managing quality across the program (what will be subject to quality assurance/audit/review/control, responsibilities)				Define a quality management plan with the timetable and arrangements for implementing the quality management strategy			Quality assurance in place			