

Portfolio, Program and Project Management Strategy

Project Assistants' Assessment/Strategy/Tactical Plan Offering is a contracted service used to assess a client's current Portfolio, Program and Project Management (PPM) maturity level and define the desired state of PPM maturity. Project Assistants and the client then develop a detailed plan to close the gap between the current state and the desired future state.

The Process

Assessment: Defining the organization's current state of PPM maturity.

The PPM Maturity Matrix highlights the five levels of PPM maturity and eight PPM components.

Project Assistants conducts assessments to determine the current state of the client's PPM infrastructure and begins to formulate a roadmap for the desired future state, to improve outcomes through excellence in execution.

To do this, Project Assistants' experts review relevant materials and conduct interviews with key stakeholders. Findings are presented in a formal Assessment Report, and include the following:

- Documentation of the current state of PPM maturity.
- A vision of the desired future state of PPM for the organization.
- An executive summary of key findings highlighting areas of potential weakness.

Portfolio/Program/Project Management Maturity Matrix

		PPM Maturity Levels				
		Ad-Hoc Level 1	Planned Level 2	Managed Level 3	Integrated Level 4	Sustained Level 5
PPM Components	Portfolio Management	1.5				
	Program Management		2.25			
	Project Management	1.5				
	Knowledge Management		2.0			
	Organizational Change Management	1.75				
	Technology		2.0			
	Skills and Capabilities	1.225				
	Decision Support	1.75				

Strategy: Defining the desired future state of PPM maturity.

Project Assistants works with clients to develop a high-level time phasing for the desired future state of PPM maturity, based upon the results of the assessment and the desired planning horizon. In the resulting Strategic Charter, these time phases are then applied to the PPM maturity model.

Tactical Plan: Developing the detailed plan for achieving the desired future state of PPM maturity, as outlined in the Strategic Charter.

Project Assistants consultants work with your organization to define the scope of subsequent phases as they relate to strategy definition and project execution. The end result is the Tactical Plan, a detailed plan for achieving the desired future state of PPM maturity. The following key activities occur as part of the development of this Plan:

- Definition of the high level scope for each initiative (includes project description, business purpose, goals and objectives, and initiative sponsor). Critical success factors such as cultural change management, executive sponsorship, project manager expertise, methodology and processes, as well as technology infrastructure, are also considered in this phase.
- Development of a project schedule for the Tactical Plan which includes items such as:
 - Summary tasks built upon the time-phased approach
 - Resource requirements
 - Labor estimates
 - Prioritization of initiatives
 - Estimated schedule dates
 - Sequencing of major phases and tasks



What Happens Next...

The Assessment, Strategy and Tactical Plan constitute the first part of a multi-stage series of engagements. The subsequent stages of the EPM solution methodology will use the output from the Assessment, Strategy and Tactical Plan to design, build, implement, and provide ongoing support for the full EPM infrastructure.

Services offered by Project Assistants include:

Consulting Services	Custom Solutions	Education & Support	Professional Staffing Services
Organizational Portfolio and Project Management Maturity Assessments: <ul style="list-style-type: none"> • Current State Assessment • Future State Strategic Plan Development • Tactical Roadmap Development 	<ul style="list-style-type: none"> • Web Services • NET Application Development 	Microsoft Project: <ul style="list-style-type: none"> • Professional • Standard • Project Web Access • Server Administration SharePoint Portal Server Project Portfolio Server	Staff augmentation, full-time and part-time, including: <ul style="list-style-type: none"> • PMO • Project and Program Leadership • Solution Architecture & Development • Technology & Network Infrastructure • Help Desk
Project Management Office (PMO) Definition & Implementation	Project Assistants <i>StatusReporter™</i>	Project Management Theory Portfolio Management Theory	Temporary-to-Permanent Placements
Methodology Development, Implementation and Support: <ul style="list-style-type: none"> • Software Development • Product Lifecycle Management • Organization Change and Process Management 	Custom Reporting <ul style="list-style-type: none"> • SQL Reporting Services • Crystal Reporting 	Customized Role-Based Theory and Technology Training	
Portfolio and Project Management Solution Evaluation & Selection	Fujitsu <i>EPMSuite™</i>	Microsoft Project "What's New" Training	
		Project Management Mentoring & Support	
		Technical Support	

Solutions for Federal Government	Enterprise Project Management Solutions	Enterprise Portfolio Management Solutions	Collaboration Solutions
Earned Value Management Solutions	Custom Enterprise Project Management Solutions	Custom Portfolio Management Solutions	Microsoft Office SharePoint Portal Server 2007 Configuration & Implementation
OMB-300 Compliance Solutions	Project Management Process and Methodology Development/Support	Portfolio Management Process and Methodology Development/Support	Enterprise Portal Strategy & Implementation
GSA Schedules Offered: IT-70 and MOBIS	<ul style="list-style-type: none"> • Microsoft's Office Project Server • Computer Associate's Clarity solutions for project management • Mercury's IT Governance Center Solution • Primavera's Project Management suite of products • Planisware's OPX2 Enterprise Project Control • Planview's Enterprise products 	<ul style="list-style-type: none"> • Microsoft's Office Project Portfolio Server • IBM's Rational Portfolio Manager • Computer Associate's Clarity solutions for portfolio management • Mercury's IT Governance Center Solution • Primavera's Project Management suite of products • Planisware's OPX2 Portfolio • Planview's Enterprise products 	Windows SharePoint Services Implementation Custom Intranet/Portal Development



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Project Assistants creates packaged solutions for our clients but also offers specific consulting services, custom development, education and products according to our clients' exact requirements.

For a complete list of products and services, please contact your Project Assistants' representative.