



***Maximize performance. Optimize results.***

## **Project Planning and Management Achieve your Goals... On Time & On Budget**

### **What is it?**

Everything you need to set up and run your project: Project planning, organization, management and coordination

### **How does it work?**

We will facilitate and coordinate some or all of the activities you need to plan, organize, and manage the execution of your project.

We can:

- Lead planning sessions to create your project plan and check lists
- Define tasks, task dependencies, task sequences, task start & end dates
- Assign task responsibilities
- Organize, track and expedite project tasks and activities per your plans, processes and checklists
- Develop and maintain up-to-date lists of issues and pending decisions
- Provide liaison within your organization and with your external resources
- Assist your managers to plan and coordinate their project components
- Track and report progress toward task completion, delays and issues
- Compile project information and prepare project reports

### **How does the client benefit?**

You will realize:

- A greater likelihood that you will achieve your project goals
- An increased probability that your project will complete on time and on budget
- An better likelihood that potential problems will be identified and reported before they become problems