

project kick-off & start-up

setting up, planning and starting up projects



In this module you will learn...

- that usually, the support during the project start-up process consists of several process steps
- the aim is to ensure that the project team receives an adequate project planning and adequate management strategies at the end of the process
- all the relevant stakeholders were integrated into the project
- how the team building process was initiated through specific measures
- how consultancy fees depend on the service type (backstage, semi-frontstage, frontstage) and on the size and complexity of the project. It roughly ranges from five to 20 consultancy days

structure & content

- With our outside view, we actively contribute to risk reduction
- Order explanation, discussion of the handover and start-up process
- Document reviews, pre-planning, preparation of the planning meeting
- Project planning meeting
- Team building measures are defined
- At the end, an adequate project planning and strategy should be given

target group

- Interest in and need for (further) development of an efficient and stakeholder-oriented PM system
- Deficiencies in the collaboration between line- and project organizations
- Need for a unification of different PM systems and cultures

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Approach

A high level of implementation competence is achieved through a professional theoretical input and by letting participants work actively on real projects.



Duration

- According to the size of a project and to its complexity, the project support takes 4-12 weeks



Hard facts

- Project planning along the magic triangle (project structure, scheduling, resource- and cost planning)
- Risk analysis

Project organization

- Internal project organization and definition of roles
- Internal communications planning
- Cooperation with the client's project organization and consortium project organizations
- External communications planning
- Data- and document management

Processes and procedures

- Planning and implementation of the project start-up
- Planning of the project controlling process, internal and external reporting
- Planning of key assistance processes: change management, claim management, risk management, quality management, HSE

Management of the social environment

- Team building measures
- Stakeholder analysis, internal and external stakeholder management
- Rules and consequences