

MANAGING THE PROJECT PORTFOLIO

A CHECKLIST OF KEY ISSUES

1. Managing Projects – Ownership of project management

The company has a well defined custodian for all project management processes, systems and procedures and established protocols for their control

Totally false	Mostly false	Partly true	Mostly true	Totally true
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2. Managing Projects – Professionalism

Our customers would describe our ability to manage projects as professional, consistent, effective and customer focused

Totally false	Mostly false	Partly true	Mostly true	Totally true
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3. Managing Multiple Projects – Visibility

There is a Master Schedule of all projects which is up to date and provides full visibility of project work to all concerned

Totally false	Mostly false	Partly true	Mostly true	Totally true
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4. Managing Multiple Projects – Resource management

We operate a system that provides a good, up-to-date forecast of the future resources needed to carry out current and prospective projects

Totally false	Mostly false	Partly true	Mostly true	Totally true
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5. Managing Multiple Projects – Pro-active control

There is a pro-active mechanism for ensuring that resources are effectively utilised for carrying out the key project activities and for resolving future resource imbalances

Totally false	Mostly false	Partly true	Mostly true	Totally true
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MANAGING THE PROJECT PORTFOLIO

A CHECKLIST OF KEY ISSUES (CONT)

6. Managing Multiple Projects – Prioritising

All projects are classified within a prioritisation framework so that everyone knows their relative short and long term merits

Totally false	Mostly false	Partly true	Mostly true	Totally true
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7. Managing Multiple Projects – Time management

There is an effective mechanism for appraising the way individual staff utilise their time; project staff are informed of project priorities and skilled in utilising their time effectively

Totally false	Mostly false	Partly true	Mostly true	Totally true
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8. Building Culture – Flexibility

Management and staff alike work to develop increased flexibility and mobility to ensure optimum use of available resources

Totally false	Mostly false	Partly true	Mostly true	Totally true
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9. Building Culture – Rewarding

Individuals are rewarded for promoting a positive team culture where organisational boundaries do not interfere with the creation of strong multi-disciplinary project teams

Totally false	Mostly false	Partly true	Mostly true	Totally true
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10. Building Culture – Suppliers

Suppliers are treated as a valued resource by everyone in our organisation and we seek to promote effective commercial partnering where everyone gains when the project succeeds

Totally false	Mostly false	Partly true	Mostly true	Totally true
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