

Project Starter Package

Laying the Groundwork for Successful Project Execution

Package Overview

Our Project Starter Package is designed to provide a solid foundation for your project, ensuring all key elements are in place for successful execution. This package is valid for four calendar months from the contract start date. While we aim to deliver within 1-3 months, we understand that flexibility is sometimes required to accommodate your specific needs.

Overall Benefit of the Package

This comprehensive package ensures that your project is set up for success from the outset. By clearly defining roles, engaging stakeholders effectively, and providing detailed process maps and capability assessments, you gain a thorough understanding of your project landscape. The encapsulating report ties all the elements together, giving you a clear view of the project's progress and any remaining gaps. This structured approach minimizes risks, improves coordination, and sets a clear path for achieving your project objectives, ultimately leading to successful project execution and enhanced organizational performance.

By knowing exactly what the deliverables will be and their respective costs, you can budget effectively and ensure all critical aspects of your project are covered without any unexpected expenses. This transparency and structured approach provide peace of mind and confidence in the project's success.

Total Price of the Project Starter Package: £79,500

Package Inclusions

Package Validity

- **Duration:** 4 calendar months from the contract start date.
- **Delivery Timeline:** Expected delivery within 1-3 months, with flexibility as needed.

Meeting Allocation

- **Total Hours:** Up to 12 hours of meetings.
- **Purpose:** These meetings are essential for building the project foundations. We provide recommendations for how these hours can be allocated, tailored to fit the unique needs of your organization and project.

Tangible and Intangible Benefits

- We understand the significant value that outside expertise can bring to your organization. This package includes several tangible deliverables, while the greater value often lies in the intangible benefits.

Deliverables

1. Strategic Project Plan

- **Description:** A comprehensive plan outlining preliminary key activities, high-level timelines, and major milestones.
- **Purpose:** Provides a clear roadmap for project execution.

2. High-Level RACI Matrix

- **Description:** Identifies key stakeholders and their roles (Responsible, Accountable, Consulted, Informed).
- **Purpose:** Ensures clear understanding of responsibilities and communication pathways.

3. Initial Stakeholder Engagement Plan

- **Description:** Preliminary strategies for communication channels and stakeholder engagement.
- **Purpose:** Facilitates effective stakeholder involvement and communication.

4. Draft Project Charter

- **Description:** Preliminary documentation of project scope, objectives, and potential deliverables.
- **Purpose:** Formalizes project initiation and aligns all stakeholders.

5. High-Level 'As Is' and Suggested 'To Be' Process Maps

- **Description:** Diagrams illustrating current workflows ('As Is') and potential improved workflows ('To Be').
- **Purpose:** Visualizes the starting state and target state, aiding in process improvement.

6. Capability Matrix

- **Description:** Assessment of current and required capabilities, identification of gaps, and recommendations.
- **Purpose:** Provides a clear understanding of organizational capabilities and areas for improvement.

7. Encapsulating Report

- **Description:** A comprehensive report summarizing all specific deliverables and highlighting any remaining gaps.
- **Purpose:** Provides a clear overview of the project's readiness and areas needing further attention.

Additional Resources

- **Templates:** Downloadable templates for all artefacts available on our downloads page.

Suggested Allocation of Meeting Hours

1. Strategic Project Plan (3 hours)

- **Initial Kick-off Meeting (1 hour):** Introduction to project goals, objectives, and key activities.
- **Planning Workshop (2 hours):** Detailed discussion and development of the high-level timelines and major milestones.

2. High-Level RACI Matrix (1 hour 30 minutes)

- **Stakeholder Identification Meeting (1 hour):** Identify key stakeholders and their roles.
- **Review Session (30 minutes):** Review and finalize the RACI Matrix with stakeholder input.

3. Initial Stakeholder Engagement Plan (1 hour 30 minutes)

- **Engagement Strategy Meeting (1 hour):** Discuss preliminary communication channels and strategies.
- **Review Session (30 minutes):** Finalize the engagement plan with feedback from key stakeholders.

4. Draft Project Charter (1 hour 30 minutes)

- **Scope Definition Meeting (1 hour):** Define the project scope, objectives, and potential deliverables.
- **Review Session (30 minutes):** Finalize the draft project charter with stakeholder input.

5. High-Level 'As Is' and Suggested 'To Be' Process Maps (2 hours)

- **Process Mapping Workshop (1 hour 30 minutes):** Develop 'As Is' and 'To Be' process maps through collaborative discussions.
- **Review Session (30 minutes):** Finalize process maps with stakeholder feedback.

6. Capability Matrix (1 hour 30 minutes)

- **Capability Assessment Meeting (1 hour):** Conduct a high-level assessment of current and required capabilities.
- **Review Session (30 minutes):** Finalize the capability matrix with recommendations.

7. Encapsulating Report (1 hour)

- **Final Review Meeting (1 hour):** Present and discuss the comprehensive report summarizing all deliverables and highlighting any remaining gaps.

Pricing

Our packages are fixed price, and the charge schedule is based on the deliverables. Below is the detailed charge schedule, which will be included in the contract. We quote our prices in GBP (Great British Pounds) as we are a UK limited company; payment in other currencies will be

subject to currency conversion variations. The deliverables do not have to be in the order given; we can agree on an order that suits your organization, bearing in mind that some deliverables require precursor deliverables.

1. Strategic Project Plan

- **Price:** £18,000
- **Description:** This deliverable includes the creation of a comprehensive strategic project plan outlining preliminary key activities, high-level timelines, and major milestones.
- **Benefit:** Provides a clear roadmap for project execution, ensuring all stakeholders are aligned and aware of the project's direction and expected outcomes. This initial plan sets the foundation for successful project execution.

2. High-Level RACI Matrix

- **Price:** £7,000
- **Description:** Development of a high-level RACI (Responsible, Accountable, Consulted, Informed) matrix identifying key stakeholders and their roles.
- **Benefit:** Ensures clarity in responsibilities and communication pathways, reducing confusion and improving coordination among team members.

3. Initial Stakeholder Engagement Plan

- **Price:** £6,000
- **Description:** Creation of a preliminary stakeholder engagement plan outlining communication channels and engagement strategies.
- **Benefit:** Facilitates effective stakeholder involvement and communication, ensuring that all key stakeholders are informed and engaged throughout the project.

4. Draft Project Charter

- **Price:** £10,000
- **Description:** Drafting of the project charter, which documents the project scope, objectives, and potential deliverables.
- **Benefit:** Formalizes the project's initiation, aligning all stakeholders on the project's goals and expected outcomes, and provides a reference document for project governance.

5. High-Level 'As Is' and Suggested 'To Be' Process Maps

- **Price:** £20,000
- **Description:** Creation of high-level 'As Is' process maps to understand current workflows and suggested 'To Be' process maps to illustrate improved workflows.
- **Benefit:** Identifies current pain points and inefficiencies. Provides a visual representation of improved processes, facilitating smoother transitions and better workflow integration.

6. Capability Matrix

- **Price:** £10,000
- **Description:** Development of a capability matrix assessing current and required capabilities, identifying gaps, and providing recommendations.
- **Benefit:** Offers a clear understanding of organizational capabilities and areas needing improvement, aiding in strategic decision-making and resource allocation.

7. Encapsulating Report

- **Price:** £8,500
- **Description:** A comprehensive report summarizing all specific deliverables and highlighting any remaining gaps.
- **Benefit:** Provides a holistic view of the project's status, ensuring transparency and enabling informed decision-making for subsequent project phases.