

Purple Time – Projects Process Check List

1 Create a written supply plan in collaboration with Key people

1.1 Check Opportunity and gain Sponsorship

- 1.1.1 IDEA SCOPED OUT
- 1.1.2 Basic estimate of costs/benefits is prepared
- 1.1.3 Possible executive level Sponsor identified
- 1.1.4 SPONSOR SET UP MEETING
 - A Review idea and scope to convince Sponsor that project is worth doing
 - B Agree estimate of costs/benefits, aims, approach and possible team members
 - C Review and sign off Project Plan
 - D Confirm/appoint Project Team Leader

1.2 Get key people involved and further define project

- 1.2.1 PROJECT TEAM LEADER CONFERENCE CALL (with Programme Manager)
 - A Review and confirm project brief (scope, aims and timing)
 - B Check project approach (as guide)
 - C Check that team members have been identified
 - D Check team members / recruitment
 - E Discuss problems
 - F Review and agree short-term actions
 - G Arrange Team Leader Set up Meeting (if required)
- 1.2.2 TEAM LEADER SET UP MEETING (with Programme Manager)
 - A Update / background
 - B Project brief
 - C Team
 - D Data
 - E Plan Team kick off
 - F AOB / Actions
- 1.2.3 Recruit Core Team members
- 1.2.4 PROJECT KICK OFF MEETING
 - A Make sure team understands background
 - B Get agreement to the project documents and situation analysis
 - C Brainstorm data requirements
 - D Produce action plan to get data
 - E Brainstorm and plan Quick Wins

1.3 Pull together data needed

- 1.3.1 Core Team Members gather data as agreed at project kick off meeting
- 1.3.2 Core Team Members prepare data reports and presentations

1.4 Create Options for Project

- 1.4.1 OPTIONS MEETING
 - A Review actions from Project Kick Off Meeting

- B Present, review and analyse data – log observations and insights
- C Brainstorm and then prioritise ALL available Project Options
- D Agree actions to test and validate assumptions and to check options ideas

1.5 SPONSOR OPTIONS REVIEW

- 1.5.1 Project Team Leader presents outcome of options meeting to Sponsor
- 1.5.2 Discuss and agree proposed Options with Sponsor
- 1.5.3 Amend Options as/if required
- 1.5.4 Communicate outcome to core team (if changes are needed)

1.6 Create Project Strategy

1.6.1 STRATEGY MEETING

- E Get team feedback from Options reviews
- F Agree and write down the strategy
- G Plan the implementation
- H Cost up the implementation
- I Define the benefits
- J Draft up the Business Case (idea, costs, benefits and implementation plan)

1.6.2 SPONSOR STRATEGY REVIEW

- K Project Team Leader presents plans to Sponsor
- L Plans are reviewed and amend as/if required
- M Project Team Leader prepares FINAL Business Case presentation

1.7 Get Decision for Project

1.7.1 DECISION MAKERS PRESENTATION

- A Team leader (plus others as/if required) present Business Case to decision makers
- B Decision makers accept or reject proposal
 - Accept - Project Team is re-formed for implementation (see 2.1)
 - Rejected – project is closed
 - Rejected with amendments required – proposal is revised and brought back

2 Implement plan

2.1 Re-form team for implementation

2.1.1 IMPLEMENTATION PLANNING MEETING

2.2 Milestones

- 2.2.1 EG: Supplier / Market selection
- 2.2.2 EG: Agree terms
- 2.2.3 EG Implement changes

2.3 COMPLETION REVIEW MEETING

2.4 Finance savings sign off

3 Monitor and manage ongoing performance and development

- 3.1 Handover to relationship Manager
- 3.2 Set up relationship management with Supplier
- 3.3 Certify achievement levels
- 3.4 Establish ongoing development plan