



Standardized Processes and Shorter Planning Cycles

Introduction

A Federal agency planning group follows a long-established planning process that takes two years to define and approve a complex plan and several years to complete a plan.

The Challenge

Complex planning projects, such as the general management plan, often took several years to complete. The process to define the scope and approve the scope of this plan (the project agreement) often took two years and involved multiple layers of review and approval.

The Solution

After completing Forward Momentum project management training, Client engaged Forward Momentum to work with their staff to develop templates to standardize documents, streamline processes and set expectations up front.

The Result

After completing and approving the new project management templates, a streamlined General Management Plan cycle was defined, tested and approved. This took the project definition process from two years to three months. After demonstrating the effectiveness of the results of the new process, most projects undertaken by Client (200 annually) were redefined to follow this new, shorter process. This new standardization set the foundation for improved project management within the planning office.

Results at a Glance

Challenge

- The long term plans were taking two years to define. The plans themselves took several years to complete.

Solution

- Develop project templates
- Document planning and approval processes
- Demonstrate consistency and effectiveness

Results

- Streamlined planning definition cycle went from two years to three months
- Majority of projects defined to fall into shorter planning cycle
- Set the foundation for project management in the planning office
- The impact has been the ability to execute more projects at a lower cost and a quicker pace