

≡ Project Management Services

Turning Ideas Into Actionable Plans

Looking to ensure your projects:

- ☑ are executed **efficiently**?
- ☑ remain within **budget**?
- ☑ meet critical **deadlines**?
- Is it challenging to keep your team aligned and focused?
- Are you struggling to get your team to update and follow a project plan?
- Do you need expert project management support but without hiring a full-time project manager?

Let us become an extension to your team.



How we work with your team

Whether you're looking for end-to-end project management support or simply help to get on track and the team aligned, we have an engagement model to fit your needs.



Medium

- Support project sponsor during initiation
- Set-up project templates
- Train team in planning systems

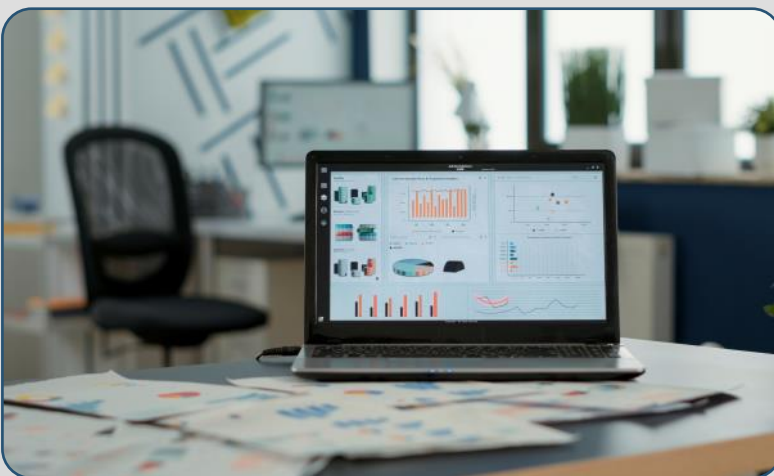


High

- Support project sponsor during initiation
- Set-up project templates
- Train team in planning systems
- Manages project
- Supports project sponsor through to adoption and beyond

Services Include:

- **Requirements** and **Scope** Development
- **Planning** and **Resource** Management
- Stakeholder and Team **Engagement**
- Cost Control and **Budgeting**
- Monitoring and **Reporting**



More information at <https://focusplandoit.com/pm>
✉ info@positivepeople.biz ☎ 0845 680 2684
📅 Schedule a free Teams call: david@thelongstaffs.net

How we can help

- Plan** • Monitor and manage tasks and assignments,
- Map** • Align tasks to dependencies, deadlines and milestones
- Report** • Contribute to governance and at steering and project meetings.
- Budget** • Manage hours and budget and maintain a value/savings tracker.
- RAID** • Record and address risks, assumptions, issues and decisions.
- Document** • Maintain documentation on client's systems
- Adoption** • Ensure deliverables meet acceptance criteria and drive adoption.

Project Management Services

Turning Ideas Into Actionable Plans

Case Study 1

Global Service Director from a Fortune 500 Pharmaceutical company engaged our project services during the initiation of a new complex interdepartmental project for the team based in the UK and Europe.

By utilising our expertise, it freed up the in-house team to focus on the deliverables. We were also used to train the team in various planning software packages. The director stated: *"the team were very engaged, interested and learning. Your session was one of the highlights of the Kick-Off!"*

Case Study 2

The Financial Director of a world top-ranked university used our services extensively to align his team with the organisation's current financial processes and projects. Providing one-to-one support for the senior management team, we were used to set-up and configure various planning packages and provide training.

The project was such a success, that the director invited us to present to the entire professional services leadership team which has led to multiple projects for the organisation.

Case Study 3

Worldwide education-based organisation employed our project management services to successfully deliver an annual 3-day event. 8,000 delegates attended each year at the Hydro, SEC, Glasgow. The project role ran from initiation and contract negotiation through to benefits realisation.

This role involved direct management of 16 departments and 500 staff and included accounting, first aid, stewarding, travel, accommodation, programme and utilities for the event. This role continued successfully until COVID.

Meet Our Planning Tools

We are experts in project planning and task management software and can provide unbiased advice on which tools will be most suitable for your users.

PM software services:

- Configuration
- Customisation
- Population
- Updating
- Reporting

If you have an alternative preferred solution, please contact us—we can help you and your team get the best from your planning tools.



Meet Your Project Manager

David Longstaff



Experienced Project Manager, Programme Manager and Project Director with over 20 year experience, combined with the latest Project Management qualification.

Skills

- * Change Management
- * Product Management
- * Resource Management
- * Resource Optimisation
- * Stakeholder Engagement
- * Contract Management
- * Microsoft Office 365 & Teams
- * Microsoft Planner/Project
- * ITIL
- * CDM Regulations

More information at <https://focusplandoit.com/pm>
✉ info@positivepeople.biz ☎ 0845 680 2684
📺 Book a free Teams call: david@thelongstaffs.net

Qualified in the latest
APM PMQ Certification
(December 2024)

