



iPlanWare TeamWorks

Habits of effective project organisations

A series of white papers containing our collective experience of project, portfolio and resource management. Over the years we have worked with many organisations and found out what works and what doesn't work. No rocket science here, just basic principles that any organisation can follow.

Over the years we have found that industry leaders do certain things and have guiding principles. They may not do all - but they do most and often.

Agile empowered teams

When we talk about agile we are not talking about agile development practices (although many winning organisations follow agile development principles). By agile empowered teams, we mean teams that can make their own decisions and have the information at hand to do so.

Collaboration

Most winning organisations have realised they are

only as good as the collective knowledge and problem solving abilities of their people. So they make sure their people can effectively collaborate.

Communicate often

Winning organisations communicate often and in different ways. They have found ways to communicate upwards, downwards, sideways - what ever way without overloading people. They use different mediums to different effect. But they ensure that everyone is kept in the loop.

Communicate what is important

Winning organisations communicate what is important - period.

Process light

Winning organisations are not burdened by processes. They realised a long time ago the value of light and necessary processes only. Processes for process sake leads to frustration and traction. They also automate processes wherever possible.

Know what they are doing

May seem obvious, but many organisations have no idea how many projects they are running, what projects they may start up and the people they need to execute these projects. Winning organisations have this information at their fingertips. In other words winning organisations track their project portfolio and resource needs and availability.

Constant monitoring

Constant status monitoring gives winning organisations early warning of projects with problems. Solving problems early is more cost effective, simpler and less disruptive.

Know the ratios

Winning organisations have figured out the handful of metrics they need to monitor and they monitor them religiously and often, with accurate information.

Prioritise activities

Winning organisations prioritise their activities. From projects all the way down to work assignments they know what is important, what will add value and they focus on these priorities.

Break things into small steps

Winning organisations break things down into small manageable pieces of work. This provides flexibility, helps with monitoring and means that projects have frequent and often “wins”.

Understanding why the wheel fell off

Projects will always have problems and some projects will always fail. Winning organisations accept this - but they learn from the experience and get better the next time around.

Monitor velocity

It's fine ticking things off a to-do list, but are you

moving ahead fast enough? Velocity is a simple metric based on what you have accomplished and how long it took. Winning organisations monitor velocity and forecast it forward.

Know when to kill a project

Calling time on a failing project or a project that no longer delivers the expected benefits takes guts. But winning organisations take these decisions and they take them early because they have the information at hand to know when to kill a project.

Compare apples with apples

Winning organisations unify their monitoring and reporting standards. Decisions can't be made if the information is not equal.

Optimum allocation of people

Winning organisations understand that projects are about people and optimising the use of people is key. From tools such as monitoring utilisation, evaluating their skills mix, to forecasting resource needs - winning organisations ensure they have the right number and type of people.

Accountability

Projects are made up of many small cogs, each adding to the overall picture. Project managers can't monitor everything going on in a project. Winning organisations find ways to drive personal accountability so people are not micro managed but know what is expected of them.

No islands of ownership

Winning organisations don't have what we term “islands of ownership” also known as the “not my job” syndrome. Winning organisations develop a culture of shared problem solving, shared goals and people who “roll up their sleeves” when needed. Winning organisations achieve this by letting project teams see the full picture.

Effective use of technology

Winning organisations make effective use software and technology. They choose and implement solutions quickly. And to do this they identify best of breed solutions that can add benefits rapidly.

About iPlanWare TeamWorks

By seamlessly integrating tools for project control, scheduling, project accounting, resource management, time and expense tracking and issue and risk management, iPlanWare TeamWorks accelerates project delivery and optimises resource usage.

Available as an installed or Software-as-a-Service solution, iPlanWare TeamWorks lets you prioritise your projects, optimise your resource usage, monitor overruns and identify problems early. It simplifies project reporting and lets your project managers leverage best practice to accelerate project delivery.

Choose your delivery option

Available as a Software-as-a-Service or an installed solution, iPlanWare TeamWorks can be implemented in days to maximise your investment.

iPlanWare services advantage

With nearly 10 years experience of delivering business solutions worldwide, iPlanWare can provide the optimum mix of consulting and training to help you realise the full benefit of TeamWorks.

Key features and benefits

Browser based delivery: Delivered by a browser, the solution offers unprecedented levels of functionality. iPlanWare TeamWorks lowers total cost of ownership.

Project collaboration: iPlanWare TeamWorks delivers a platform that lets your people work together on projects.

Real-time information: iPlanWare TeamWorks provides real-time project visibility into your projects resources, processes and status to improve communication and productivity around the team.

Standardise your project process: Standardise your methods and process using project templates. Reporting and tracking across the portfolio becomes a breeze as all projects have the same structure.

Automate processes: Integrated timesheets, logs, expense reporting and status reports means jobs that took people hours to complete can be done in a fraction of the time. Free your people to work on the things that matter.

Simplified and standardised reporting: To enable effective decision making, executives need the same information from all resources, teams and managers. Using iPlanWare TeamWorks means people get the information they need - when they need it.

About iPlanWare

Our growing customer list consists of organisations of all sizes across Europe, North America, Middle East and Australasia.

They come from a broad range of project based organisations, including consulting, professional services, advertising and PR. They also include internal IT departments, programme management offices and technology companies.

Contact information

For iPlanWare sales or to find a local reseller visit:
www.iplanware.com