



Project Assistants Newsletter

October 2007 Edition

Driving Project Management Methodology Adoption

Driving adoption is a critical component of any project management improvement; you have to make sure the changes “stick” in order to see the return on your investment

How do you accomplish this? One way is by understanding and acting on the concept of *what gets measured gets managed*. Project Management Offices (PMOs) need to work with management to make sure there is a person responsible for ensuring processes, technology, and training have been put into place and are in fact followed. In a perfect world, this function is more of a mentoring function where mentors from the PMO go out and work with project managers to make sure the standards are understood and adhered to.

The idea of what gets measured gets managed can be implemented by defining relevant key performance indicators (KPIs) for all projects, making sure that meaningful reporting standards use those KPI's, implementing regular reporting cycles, and ensuring that management sets expectations that the data in reports needs to be correct.

Portfolio and Project Management Webinar Series

Project Assistants is pleased to announce that registration is opening soon for our 2008 Webinar Series. Webinars, which are offered at no cost, will last for one hour and will include time for questions and answers. We will offer webinars in each of the following three tracks:

Executive Track

- Enterprise Transformation: What Your Executive Team Needs to Know about Portfolio and Project

Who is Project Assistants?

At Project Assistants we are THE EXPERTS in Portfolio and Project Management, devoted to effectively creating, enhancing and supporting our clients' project management infrastructures – the people, processes and technology that work together to help you reach your organizational goals.

Our vision, which guides every aspect of our business, is to transform our clients' approach to Portfolio and Project Management to achieve a standard of excellence in execution that consistently delivers expected project outcomes. Throughout this transformational process, we are focused on delivering this vision in a manner that:

- Reduces the risk of failure
- Minimizes costs
- Delivers in a reasonable time frame
- Demonstrates incremental ROI during the transformation
- And, most importantly, is sustainable!

Solution Spotlight

Biopharmaceutical Company Improves Clinical Study Management Capabilities

Project Assistants recently worked with a large Biopharmaceutical Company to replace their existing clinical study database by developing a stable integrated project management environment that allowed for measurement and management of project activities within the organization.

The organization's overall goal was to allow consistent measurement and management of clinical study portfolio data. Additional challenges included the following:

- Users outside of the US were unable to view existing project plans.
- The process of developing new project plans was so cumbersome that it was impossible for project

Management

- The Project Management Adoption Challenge

Portfolio and Project Management Technology Track

- Manage Projects More Effectively with Microsoft Office Project Server 2007
- Optimize Portfolios that Best Align with Your Business Strategy: Using Microsoft Office Project Portfolio Server 2007
- Connect People, Processes and Information with Microsoft Office SharePoint Server 2007

Portfolio and Project Management Strategy Track

- Building a Strategy for Integrating Program Management, Project Management and Knowledge Management
- Achieving Your Business Objectives: Best Practices for Integrating Portfolio Management Strategies with Project Management Excellence in Execution

To learn more about Project Assistants' free webinar series, please contact us at

info@projectassistants.com.

Project Assistants in the News

Project Assistants consultants take every opportunity to share their expertise with project management teams worldwide. Recently one of our Senior Project Management Consultants, Michael Steinberg, wrote an article that was published in the Microsoft Project Association's newsletter, *The Project Network* (Volume 11, Issue 3, 2007).

You can read Michael's article here: [The "Top Ten" Tips for New Microsoft Project Users.](#)

managers and stakeholders to generate hypothetical project plans, or to perform "What If?" analysis.

To address these challenges, Project Assistants guided the design, configuration and implementation of a new Microsoft Project enterprise project management environment.

In addition to configuring the technology to meet the organization's specific objectives, Project Assistants developed a customized Project Initiation Wizard for the company, based on a standard template, to ensure uniformity across all new projects in the enterprise. This easy-to-use wizard captures all required study-related custom fields, selectively removes unnecessary tasks, and establishes the appropriate task links.

Project Assistants also researched and developed a resource demand algorithm and resource capacity import tool, which allows project managers to immediately take a newly generated project plan and apply appropriate custom resource contours.

As a result of this implementation, the organization has realized the following benefits:

- All new clinical project plans are being created from a standardized template containing the structure and tools necessary to enter and maintain required study information. As a result, reporting and status information across the enterprise is more efficient and accurate.
- The Project Initiation Wizard has reduced the previously cumbersome process of building a new project plan from approximately one day to only a few minutes.
- Because of this added efficiency, project managers and stakeholders are easily able to build hypothetical project plans, to see if adequate resources are available to perform new activities.
- Project plans can now be viewed globally, across the enterprise, even by users without access to Microsoft Project.

To learn more about Project Assistants' success in the Pharmaceutical Industry, please contact us at info@projectassistants.com.

Project Assistants is a leading provider of consulting services, custom development, education and products for enterprise project management solutions. Our primary clients include organizations in diverse industries that base their businesses on mission critical projects that require enterprise-wide project management methodologies, processes and tools and an organization to support them.

Founded in 1996, Project Assistants is headquartered in Wilmington, Delaware with international delivery capability. A leading Microsoft Gold Certified Partner and Microsoft Office Project Premier Partner, Project Assistants was recently recognized in Inc 500 as one of "America's Fastest Growing Private Companies." On average, each member of our consulting team has over 20 years of project management and related business experience. The team also includes a significant number of published authors of the best-selling Microsoft Project publications and other leading Project Management publications.

For more information about Project Assistants, Inc., please go to www.projectassistants.com or call us at 1-800-642-9259.

