Hastings Borough Council Project Management Toolkit

1. PLAN

Basic Scope

The basic scope is the starting place of project planning. It will help determine and document basic but fundamental information about a project. The basic scope is made up of 6 sections: what, how, who, when, cost and impact.

EPISTEL

The Economic, Political, Informational, Sociocultural, Technological, Environmental and Legal (EPISTEL) analysis will help to make sure that projects are viable with the resources available.

SWOT

SWOT stands for **S**trengths, **W**eaknesses, **O**pportunities and **T**hreats.

A SWOT analysis examines the strengths, weaknesses, opportunities and threats related to a project. If done effectively, a SWOT analysis should lead to a strategy for dealing with negative factors while maximizing strengths and opportunities. The more precise the SWOT analysis, the easier it will be to create an action plan for accomplishing objectives.

Business Case

The business case is the document that will be used to decide if a project will go ahead or be declined. The business case outlines the reason for running a project, the options for approaching it and the benefits that are expected to be gained from doing it.

Environmental and Climate Change Impact Assessment

The Environmental and Climate Change Impact Assessment assesses and analyses the environmental impact of a project.

Data Protection Impact Assessment

The Data Protection Impact Assessment is a process to help identify and minimise the data protection risks of a project.

Options Analysis

The purpose of an options analysis is to identity, analyse and select the best possible way to achieve the aims (outcome) of a project. Judging 'the best' way will depend on circumstances such as time, cost, resource and risk.

Risk Log

The risk log is used to identify possible risks. There are two key parts to identifying risks: the likelihood of the risk happening and the severity of the impact it would have. The impact that the risk would have on a project should be described along with any countermeasures that are suggested to reduce the risk.

2. DO

Project Initiation Document (PID)

Once a project has been approved the PID is used to compile a comprehensive view of what a project is going to deliver and how it is going to be done. It should state what, why, where, who, when and how.

Stakeholder Matrix Analysis

A stakeholder matrix is used to analyse the attitudes and interests of key stakeholders/partners in relation to the aims of a project.

Communications Strategy

The communications strategy outlines the strategic aims of a project's communications, including who will be responsible for the communications; the key audiences; and the communications channels that will be used.

Communications Plan

The communications plan outlines what messages and information needs to go out, when, by whom, to whom, and for what purpose. There are two parts to it; part A outlines external communications and part B internal communications.

Exception Report

An exception report is produced when an element of a project is forecast to exceed tolerance levels. The report should be prepared by the relevant manager in order to inform the next level of management of the adverse situation.

Highlight Report

The highlight report is the key document for keeping the project or programme board informed of progress, time, scope, cost, people, risks and provide an overall summary. It should be completed by the project manager and provided at agreed intervals.

Request for Change

The request for change document should be completed if there is a need to make a significant change to the project objectives as set out in the project initiation document.

Issue Log

The issue log is to be used if the project encounters any serious problems. Issues are logged by describing what happened and what actions will need to be taken to resolve the problem. An issue differs from a risk by the fact that a risk has a possibility of happening, whereas an issue has already happened.

3. REVIEW

End Project Report

This report outlines how well the project has performed against its targets and formally advises the project board that work is complete and the project will be closed.

Follow on Action Report

The follow on action report formally passes on any recommendations for follow on action to the team who will provide ongoing support to the final product during its operational life.

Lessons Log and Lessons Learned Report

The lessons learned report passes on any lessons which can be usefully applied to other projects. Ideally a lessons log is kept throughout the project to record lessons as they happen. This will help complete the lessons learned report.