

Our Project Management Expertise

FORGESTIK



Project Management

Our approach is based on **PMI (Project Management Institute)** best practices as defined in the **PMBok (Project Management Body of Knowledge)**. This approach allows us to ensure sound project management and to put in place the success factors.

The overall process is divided into 4 groups:

Initiation

Project start-up and **planning** is done during the sales cycle. We will deliver a presentation of the project scope, a high-level schedule and a communication plan.

Planning

Execution and Control

Execution and **control** includes any activity that allows for ongoing monitoring of the project from the overall design phase through to post-implementation support. Documents will be produced periodically: an updated schedule, a change request log, an open item log, a risk log, and a dashboard showing the status of the project.

Closing

Closing begins during the post-implementation support phase and continues until the end of the project. In this phase, tasks are required to transition to operations and to set up processes to ensure the evolution of the implemented solutions.

Project Management Plan

	Initiation	Planning	Execution/Control	Closing
Scope management	Project definition	Handover Sales / Services	Scope management / change requests	Handover Services / Support
Risk management	Risk analysis	Risk log	Risks follow-up	
Quality management		Deliverables log	Phases sign-off	Project sign-off
Cost management	Budget	Detailed budget	Budget follow-up	Project final status
Human resources management		Resources allocation	Resources follow-up	
Procurement management		Procurement plan	Partners follow-up	
Time management		Project schedule	Schedule follow-up	
Communication management		Communication plan	Project dashboard	
Change management		Stakeholders analysis	Training	
Integration management			Issues and items follow-up	

Scope Management



The **project start-up** defines the functional, organizational, technological, geographical and financial scope of the project. To properly manage the project, it is imperative to identify and analyze the changes in order to assess their impacts and include them in the project with appropriate planning.

Based on PMI standards, our methodology ensures that functional or other changes are managed in a timely manner to **control the project schedule and costs**. To do so, we have developed a process to ensure a rigorous framework for the success of the project.

One of the key elements is the **change request log**. This log allows for regular monitoring of the project's progress and control over the course of activities required to complete the project within the constraints (costs, deadline, functions) identified at the beginning of the project.

Risk Management



Risk management is an iterative process that identifies, analyzes, quantifies and responds to project risks. During project execution, monitoring and control activities are used to manage the uncertainty arising from the risks.

Identifying the risks at the outset can already influence implementation strategies to mitigate the effects of the risks materializing. Mitigation activities can also reduce the impacts or even eliminate the risk.

The risk management process is divided into the following project management steps:

Start-up and Planning

From the beginning of the project, we identify and analyze the risks in order to make decisions regarding the acceptance or mitigation of the risk. All risks are captured in a risk log for eventual periodic follow-up.

Execution and Control

During the execution of the project, there is a continuous monitoring on the risks identified at the beginning and we carry out a surveillance on any new risk that may materialize.

Closing

At project closure, we ensure that any transition, deployment or operational risks are managed.

Change Management



Change management is an approach that allows for the efficient transition of employees and managers to new ways of doing things, following the implementation of SAP solutions.

This approach is defined by four areas:

Executive and stakeholder commitment

Leaders create an environment that enables buy-in and adoption of process changes. This includes open communication, setting the right expectations, and providing the necessary incentives to ensure the success of the project.

Organizational alignment and engagement

The project team must assess the relevance of current and proposed business practices in order to promote an exchange of information with stakeholders. The impact and transition to the new business practices must also be measured.

Communications

Communication with stakeholders is a key factor in the success of the project. This includes both communications about the project and the adoption of the new processes. The communication plan outlines the information to be disseminated, the means and the frequency.

Training

The success of any implementation lies in the preparedness of the users to understand the new processes and how to use the application accordingly.