



# PROJECT HEALTH CHECK (OVERVIEW) (OAKEBALIM)



# OBJECTIVE OF PHC

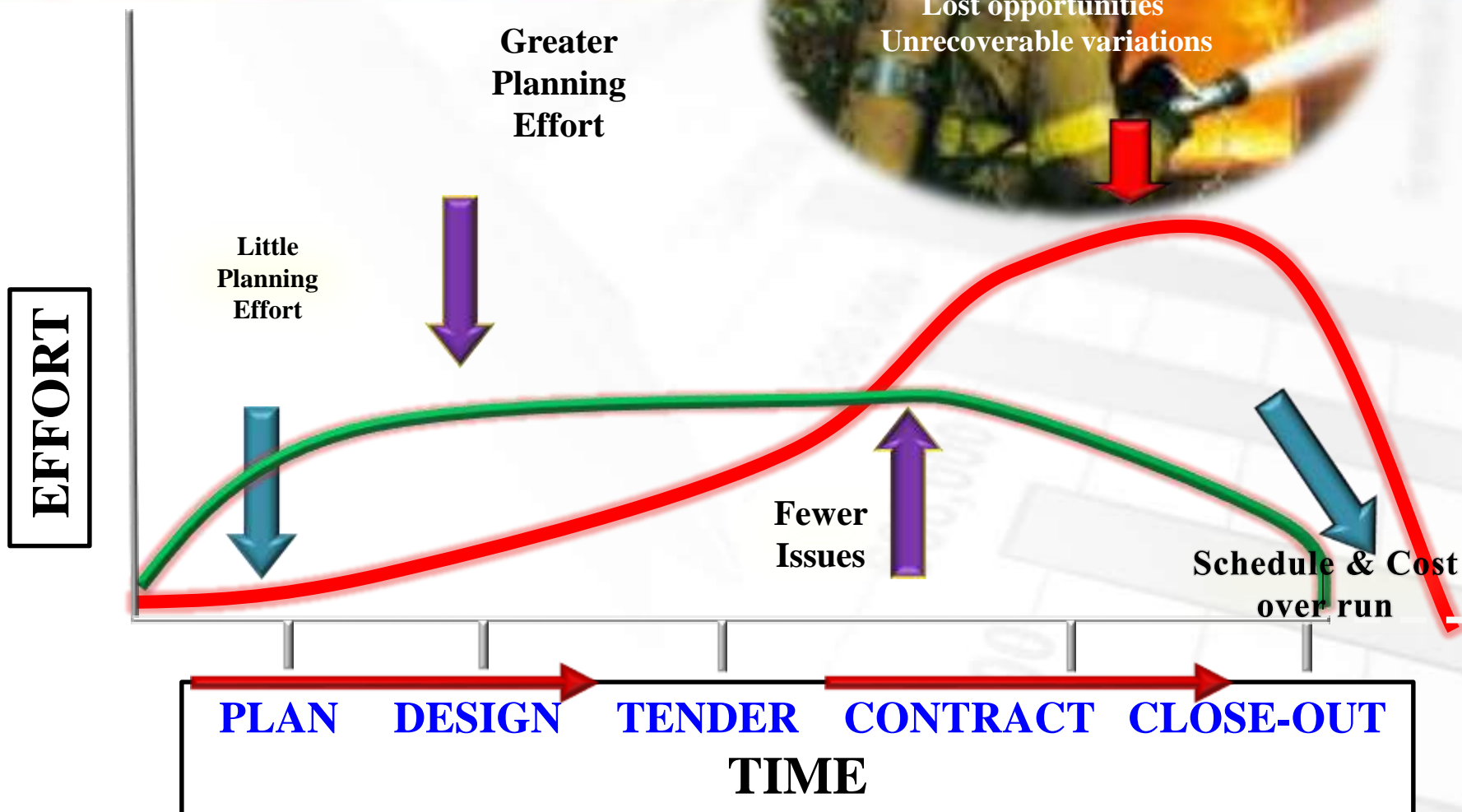
- Is a comprehensive review to assist you in conforming that your project is achieving what it is designed to do.
- Is a short diagnose to establish project's status
- Is a short independent assessment of how well the project is performing in accordance to its objectives and standards.
- To identify the strength and weakness of the project through PHC questionnaire

# OUTPUT OF PHC

- ✱ Short summary report identifying the project strength and areas requiring improvement
- ✱ Rating of potential impact of issues to the project performance
- ✱ Suggested action to be taken by the project team
- ✱ Follow-up date of revisiting and project's check-up.



# Why **PROJECT HEALTH CHECK** needed?





# Planning

Planning provides the MAP

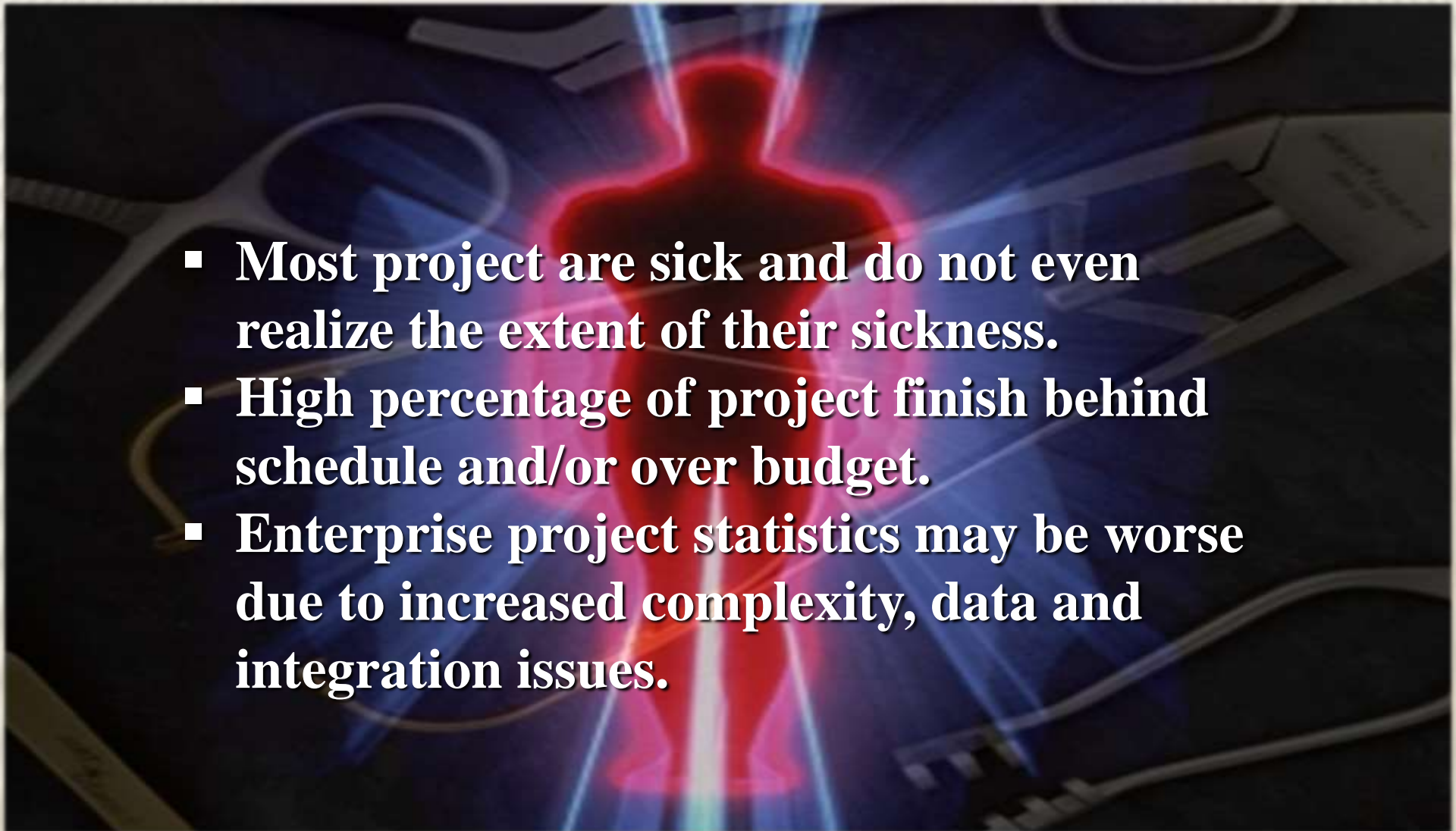
... to guide you to where you and the Project Team want to go

... and focuses on how to get there!!!



# Planning

Projects which are planned early in the Life Cycle, with contributions from stakeholders and team members, are better able to be controlled and managed

- 
- The background of the slide is a dark, abstract image featuring a glowing red silhouette of a human figure. The figure is surrounded by blue and white light streaks and geometric shapes, creating a futuristic or technological atmosphere.
- Most project are sick and do not even realize the extent of their sickness.
  - High percentage of project finish behind schedule and/or over budget.
  - Enterprise project statistics may be worse due to increased complexity, data and integration issues.



# BENEFITS OF PHC

- Reducing the risk of project failing
- Improve quality of project
- Early warning detection and recovery development
- Adequacy assessment to project control, monitoring and reporting
- Faulty rectification
- To minimize the deviant of project from the course



# What is *PROJECT HEALTH CHECK ?*

# Project Health Check

- **An independent check of the status of the project at any time**
- **Will identify assistance required by some projects**
- **Can recommend coaching and mentoring**
- **Can recommend deeper level of intervention**
- **It is also an opportunity to formally recognize good project managers**



**SCOPE**



**TIME**



**COST**



**QUALITY**



**RESOURCE**



**COMMUNICATION**



**RISKS**



**PROCUREMENT**



**INTEGRATION**



**SAFETY & HEALTH**



**EMP**



**TRAINING**



**DOCUMENTATION**



**ROLES & RESPONSIBILITY**



**HANDOVER**



**Health Check test**  
**Your Project's vital signs**



# When to conduct *PROJECT HEALTH CHECK ?*



# When & How often to use PHC?

- The process can be applied at any point in the project life cycle;
- There would be advantages in undertaking a Health Check early in the life of a project;
- It is probably best applied prior to a project handover or at the commencement of a new project phase;
- It is suggested that a maximum of 4 Health Checks in the life a 2 -3 year project would be adequate;

# PHC Practitioner visit & report

- ✿ Will determine condition of the project
- ✿ Will identify areas of concern
- ✿ Will recommend a course of action, but.....
- ✿ Is not the solution to project issues

*The responsibility for action remains with  
the Project Manager*

# Diagnosis

- **Healthy**
  - Project is performing to specification
- **Observation**
  - looks OK but some aspects need to be monitored
- **Serious Condition**
  - immediate action to resuscitate (Green Team)
- **Critical Condition**
  - probably beyond recovery (Red Team)



# Who conduct **PROJECT HEALTH CHECK ?**

## •Project Health Check Practitioner

- **An individual with strong competencies in project management;**
- **Preferably Certified as a registered Project Manager (Min Level 5 Registered PM) or a least > Grade J48 to lead the Health Check Team.**



Note that.....

**PHC is strictly not AUDITING**

**Process**

# How does this differ from an AUDIT

- ✱ It is not about compliance – it is about project performance;
- ✱ It is not about criticism, its about facilitating better outcomes;
- ✱ It looks at the current status and tests the potential;
- ✱ It increases awareness of good PM practices;
- ✱ It is about the project not the individuals;
- ✱ It is not about a lengthy process – its in and out in about 2 hours;
- ✱ It is a process a Project Manager should welcomes as performance benchmark.

# Project Health Check

Example of Template

## PROJECT HEALTH CHECK LIST- QUESTIONNAIRE (Post Contract)

For each question assign a score ranging from 1 to 5. Type X in appropriate box.

1

2

3

4

5

Yes, Just X

**prokom**  
PROJECT MANAGEMENT EXCELLENCE

### Rating Indicator

- 1=Poor (Tidak tahu dan tidak buat)
- 2=Weak (Tahu tapi tidak buat)
- 3=Satisfactory (Tahu dan buat)
- 4=Good (Tahu dan buat dengan penambahbaikan)
- 5=Excellence (Tahu dan buat dengan inovasi)

### SKOP

1

2

3

4

5

### Remarks

1

Skop projek adalah jelas dan difahami semasa projek mula dilaksanakan

Lukisan pembinaan,  
Dokumen kontrak, PMP, Q-  
Plan, C-plan, Meeting  
Minutes

2

Terdapat proses untuk perubahan skop

Meeting minutes/ Letter/  
Memo, KPK, APK

3

Perubahan skop dilaksanakan mengikut proses perubahan kerja

Variation mgmt/ Outcome  
review - meeting minutes,  
*rujuk SPB, proses APK*  
*dibuat mengikut masa*

4

Terdapat proses yang dilaksanakan ke atas masa dan kos projek akibat daripada perubahan skop

Gantt Chart/ Ms Project/  
Meeting minutes, *Revised*  
*work program, ATDA, EOT*

5

Terdapat penglibatan pelanggan semasa proses penetapan/perubahan skop

Cost benefit/ Meeting  
minutes, *surat-menyerut*

Average Scope score



Please answer all question

Subtotal Scope score

**Check!**

Please answer all question

MASA		Please answer all questions					Remarks	
		1	2	3	4	5		
6	Terdapat program kerja yang diluluskan (termasuk laluan kritikal dan milestones)						Project Schedule/ Gantt chart	
7	Jadual kerja dipantau dengan rapi dan dikemaskini mengikut mula kerja sebenar dan tarikh siap sebenar bagi setiap aktiviti secara berkala						WBS/ Ms Project/ updated work program	
8	Adakah projek mengikut jadual? Jika tidak, adakah terdapat pindaan/pemulihan program kerja						WBS/ Ms Project/ updated work program/ *If ahead of time = 5, if on time = 4	
9	Jika projek lewat, terdapat langkah-langkah yang telah diambil mengikut kehendak kontrak.						WBS/ Ms Project/ updated work program/EOT/surat amaran/Notis tujuan penamatan	
Average Time score		## Please answer all question						
Subtotal Time score		Check!						
KOS		Please answer all questions					Remarks	
		1	2	3	4	5		
10	Rancang Kewangan Kontrak (RKK) disediakan						Cost Plan	
11	Kos kontrak dipantau dengan rapi dan dikemaskini mengikut aktiviti						Meeting minutes/updated work program/S-curve	
12	Sekiranya terdapat perubahan kerja, adakah pelarasan harga kontrak/projek (ATDA) semasa disediakan						Letter/ Memo/ Meeting minutes/APK/PHK/ATDA	
13	Semua arahan perubahan kerja diluluskan secara rasmi dalam tempoh yang munasabah						Revised Cost Plan/ Pindaan RKK	
Average Cost score		## Please answer all question						
Subtotal Cost score		Check!						



KUALITI		Please answer all question					Remarks	
		1	2	3	4	5		
14	Q-plan dan C-plan disediakan dan diluluskan						Project Quality Plan/C-plan/ site Diary	
15	Hasilan kerja/produk adalah berdasarkan Quality Assurance Plan (QAP) dan Quality Control						No. of NCR/ Letter of Approval/ITP	
16	Pemulihan dan pembetulan telah dilaksanakan untuk menutup NCR dan supaya ianya tidak berulang						Letter/ Memo/ Meeting minutes/ Laporan Penutupan NCR	
17	Mock up, sampel, ujian penerimaan kilang (FAT) dan T&C dilaksana dan mengikut QAP						T&C Result/ FAT results/ Rekod Kualiti/ Senarai Semak	
18	ITP disediakan dan diluluskan						Test Plan & Execution Dates	
19	Kualiti projek dipantau						Letter/ Memo/ Meeting minutes/ Laporan Kawalan Kualiti	
Average Quality score		0.0	Please answer all question					
Subtotal Quality score			Check!					

SUMBER		Please answer all question					Remarks		
		1	2	3	4	5			
20	Bilangan sumber manusia adalah mencukupi						Organisation Chart, Staff database, RAM/R&R		
21	Pasukan projek boleh meluangkan cukup masa bagi projek						RAM/ Carta Organisasi		
22	Terdapat kerjasama yang baik antara pasukan projek, HOPT & HODT						Project team performance		
23	Adakah perancangan keperluan peralatan dan teknologi tersedia? Cth: Perisian Ms Projek, komputer dan internet, kamera digital dan kenderaan						List of Material		
24	Terdapat penggunaan sumber teknologi yang terkini dan sesuai untuk projek. Cth: IBS, BIM dan High strength concrete						List of expertise/technology used		
25	Adakah sumber diselia dan diurus dengan baik?						Letter/ Memo/ Meeting minutes		
Average Resources score		0.0	Please answer all question						
Subtotal Resources score							Check!		

KOMUNIKASI		Please answer all question					Remarks
		1	2	3	4	5	
26	Terdapat pelan komunikasi disediakan.						Comms Plan, <b>senarai</b> hubung HOPT, HODT, PBT, stakeholders, <b>senarai</b> laporan
27	Adakah semua stakeholders dikenalpasti dan dikemaskini?						Network diagram, <b>senarai</b> stakeholder
28	Mesyuarat melibatkan JKR dan semua stakeholders dibuat secara berkala						Letter/ Memo/ Meeting minutes, <b>site meeting</b> , <b>technical meeting</b>
29	Maklumat projek/SKALA adalah dikemaskini dan boleh diakses oleh JKR setiap masa						Meeting Schedules and Project Progress, <b>SKALA</b>
30	Laporan Kemajuan dan/atau laporan status projek dihantar secara berkala						Report Schedules
Average Communication score		0.0					Please answer all question
Subtotal Communication score							<b>Check!</b>

Please answer all question

RISIKO		1	2	3	4	5	Remarks
31	Terdapat pelan risiko/daftar risiko disediakan						Risk mgmt plan/ Issue register/ Meeting minutes/risk register
32	Strategi mitigasi disediakan						Correction actions/ Letter/ Meeting Minutes
33	Strategi mitigasi dilaksanakan seperti pelan risiko/daftar risiko						Risk mgmt plan/ Issue register/ Meeting minutes/risk register
34	Kajian semula risiko diadakan secara berkala						Issue register/ Meeting minutes
35	Semua risiko dan isu diuruskan dengan baik						Issue register/ Meeting minutes
Average Risks score		0.0					Please answer all question
Subtotal Risks score							Check!

PEROLEHAN		1	2	3	4	5	Remarks
36	Kenalpasti dan rancang semua perolehan yang terkandung dalam kontrak						Letter/ Memo/ Meeting minutes/ Procurement plan
37	Analisis kaedah perolehan telah dilaksanakan sebelum proses perolehan. Cth; Pelantikan NSC/Pakej						Letter/ Memo/ Meeting minutes/Arahan KPKR dan Perbendaharaan/**penerangan details NSC/pakej
38	Adakah proses perolehan dilaksanakan mengikut jadual?						Delivery considerations, senarai NSC
39	Terdapat pelan alternatif bagi pelantikan pihak ketiga?						Performance/ Meeting minutes
40	Adakah ketidaktentuan skop kerja telah dikenalpasti dan telah diuruskan dengan sewajarnya mengikut pentadbiran kontrak.						Letter/ Memo/ Meeting minutes/Dokumen kontrak
Average Procurement score		0.0					Please answer all question
Subtotal Procurement score							Check!



INTEGRASI		Please answer all question					Remarks	
		1	2	3	4	5		
41	Q-plan dan C-plan telah disediakan						Q-Plan, C-plan	
42	Pasukan projek telah dilantik						Letter/ Memo/ Meeting minutes	
43	HOPT/pengurus projek telah dilantik untuk keseluruhan tempoh dalam kitar hayat projek						Letter of Appointment	
44	Agenda mesyuarat yang melibatkan JKR dan semua stakeholder perlu meliputi semua bidang Pengurusan Projek						Performance/ Meeting minutes	
45	Laporan status projek telah disediakan mengikut Amalan Terbaik Pengurusan Projek						Meeting minutes/ Progress Report	
Average Integration score		0.0					Please answer all question	
Subtotal Integration score							Check!	
							Please answer all question	

PELAN KESIHATAN DAN KESELAMATAN PEKERJAAN		1	2	3	4	5	Remarks
46	Terdapat Pelan Kesihatan dan Keselamatan Pekerja disediakan						OSH Plan/Meeting minutes/List of PPE/Dengue prevention/OHSAS 18001
47	Terdapat pegawai yang dipertanggungjawabkan untuk memantau pelan tersebut						Letter/ Memo/ Meeting minutes
48	Dokumen dan laporan Kesihatan dan Keselamatan Pekerja adalah lengkap						Document/Reports
Average Occupational Safety and Health score		0.0 Please answer all question					
Subtotal Occupational Safety and Health score		Check!					
PENGURUSAN ALAM SEKITAR		1	2	3	4	5	Remarks
49	Pengurusan Alam Sekitar telah disediakan						EM Plan or similar/EMS 14001
50	Terdapat pegawai yang dipertanggungjawabkan untuk memantau pelan tersebut						Letter/ Memo/ Meeting minutes/RAM
51	Dokumen dan laporan Pengurusan Alam Sekitar adalah lengkap						Document/ Reports/BQ
Average Environmental Management score		0.0 Please answer all question					
Subtotal Environmental Management score		Check!					

LATIHAN		Please answer all questions					Remarks	
		1	2	3	4	5		
52	Pasukan projek telah mempunyai kemahiran dan pengetahuan dalam pengurusan projek, pengurusan kontrak dan penjadualan projek						Training Need Analysis/ Sijil Hadir Kursus	
53	Terdapat pelan latihan disediakan untuk semua ahli pasukan projek						Training Plan/ Mentoring & Coaching	
54	Adakah latihan/kursus dilaksanakan mengikut pelan dan adakah penilaian keberkesanan dilaksanakan?						WBS/ Ms Project(kursus teknikal)/Jadual latihan kursus	
Average Training score		*** Please answer all question						
Subtotal Training score		Check!						
DOKUMENTASI		Please answer all questions					Remarks	
		1	2	3	4	5		
55	Penyimpanan dokumen secara berpusat dan selamat di pejabat tapak						Location name /Construction Drawings site diary/as-built drawing/Arahan	
56	Pengurusan fail/dokumen dikemaskini dan sistematik disediakan						Filing system/ Registered List of Construction drawings	
57	Kelulusan/ keputusan berkaitan projek diluluskan oleh pegawai penguasa/PBT/Utiliti dan didokumenkan						RAM/Rekod Kualiti	
58	Daftar keputusan projek disediakan dan senang diakses oleh pasukan projek)						Letter/ Memo/ Meeting Minutes Storage/ Site Diary/SKALA	
Average Documentation score		*** Please answer all question						
Subtotal Documentation score		Check!						

PERANAN DAN TANGGUNGJAWAB		Please answer all question					Remarks		
		1	2	3	4	5			
59	Peranan dan tanggungjawab HOPT, HODT, pasukan projek dinyatakan secara jelas							RAM/Senarai tugas/SPB	
60	Keputusan diberi dalam tempoh yang munasabah dan mendapat sokongan daripada pengurusan atasan/Pengurus Program JKR dalam projek							Letter/ Memo/ Meeting Minutes Storage	
Average Role and Responsibility score		<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>					Please answer all question		
Subtotal Role and Responsibility score		<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>					Check!		
PENYERAHAN / PENTAULIAHAN		Please answer all question					Remarks		
		1	2	3	4	5			
61	Terdapat pelan strategi bagi tujuan penyerahan/pentauliahan projek dirancang							T&C Program and Results/ Pre-acceptance criteria/SPK	
62	Jadual bagi aktiviti penyerahan projek dirancang				a			WBS/ Ms Project	
63	Pemantauan kecacatan dalam tempoh DLP, dokumen penyerahan dan jadual senggaraan berkala dirancang				1			Letter/ Memo/ Meeting Minutes/List of Handing over documents, i.e; as-built drawing, defect list and inventory list	
64	Terdapat proses penilaian rekabentuk/kefungsian bangunan selepas diduduki							Meeting Minutes /Maklumbalas pelanggan/laporan Post Occupancy Evaluation (POE)	
Average Handover score		<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>					Please answer all question correctly with X only		
Subtotal Handover score		<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>					Check!		

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Reply with Changes... End Review...

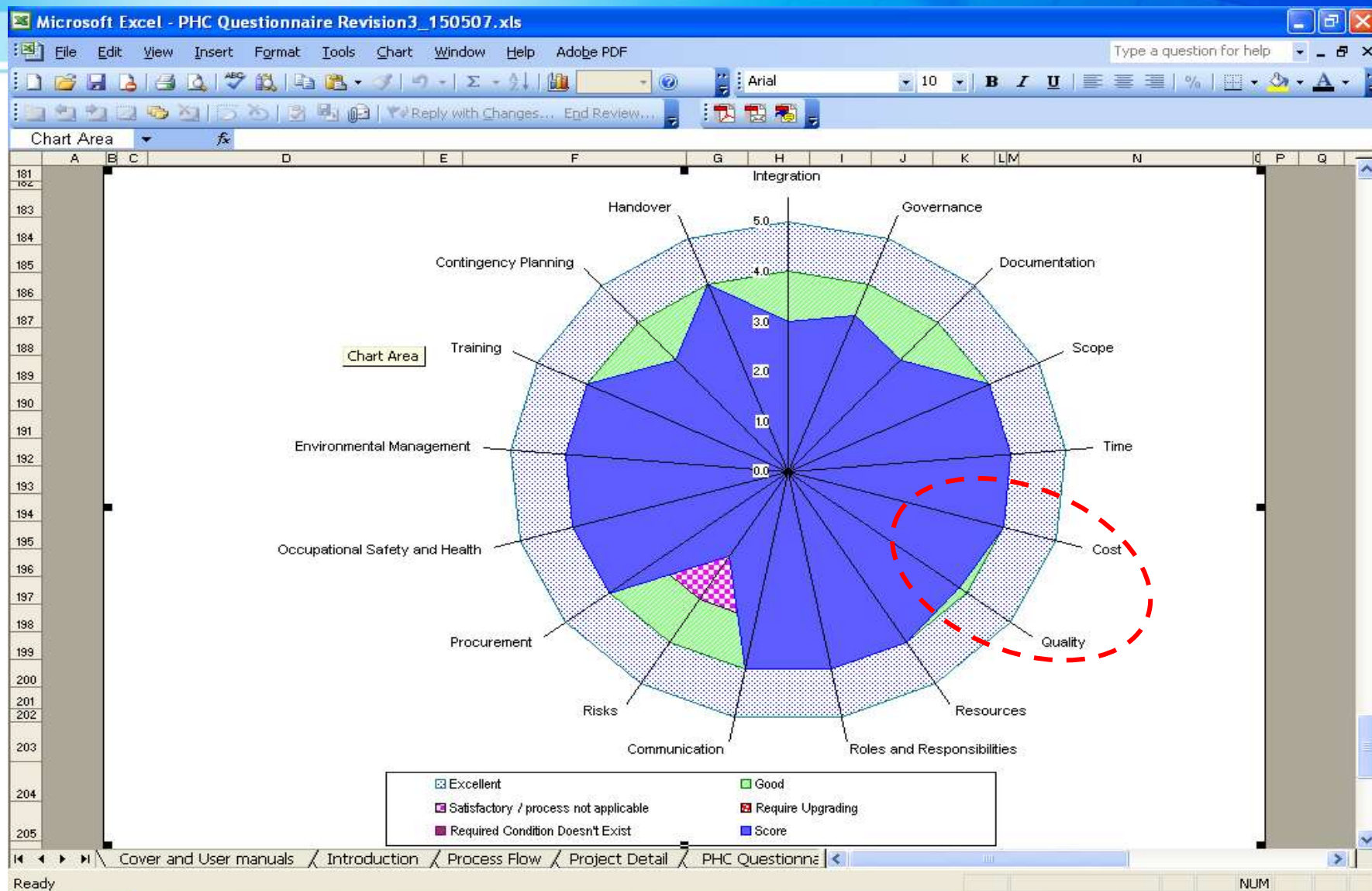
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B	C	D	E	F	G	H	I	J	K	L	M	N
166	Average Handover score				4.0	Good						
167	Subtotal Handover score							16				
168	78											
169	<b>Diagnosis</b>											
170	Indicates that JKR / the project team has well developed process and effective project management capabilities and resources in place.						312	to	390	HEALTHY		
171	Suggests that JKR / the project team takes project management seriously but may need to review areas of weakness.						234	to	312	OBSERVATION		
172	Indicates that JKR / the project team are not applying well developed processes and effective project management capabilities and resources. Successes are more likely due to chance than co-ordinated effectiveness.						156	to	234	ILL		
173	Shows clearly that there are serious deficiencies in the application on best project management practices and project failure against key JKR success parameters is most probable.						78	to	156	CRITICAL		
174	<i>Adapted from the Project Implementation Profile - J. Pinto &amp; D. Slavin</i>											
175	<b>SUMMARY</b>											
176	Project											
177												
178	Total Score										276	
179												
180	Suggests that JKR / the project team takes project management seriously but may need to review areas of weakness.											
181												
182												
183	Average subject		Score	Comment								
184	1 Integration		3.0	Satisfactory / process not applicable		5.0						

Cover and User manuals / Introduction / Process Flow / Project Detail / PHC Questionnaire

Ready NUM









# Example : Summary Report

Microsoft Excel - PHC Questionnaire Revision3\_150507.xls

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Type a question for help

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H25 =Project Health Check Q Template!F195

## PROJECT HEALTH CHECK

**PROJECT:**

Total Score for Project **276**

**Diagnosis**

*Suggests that JKR / the project team takes project management seriously but may need to review areas of weakness.*

	Project Areas	Score	Remarks
1	Integration	3.0	Satisfactory / process not applicable
2	Governance	3.3	Good
3	Documentation	3.0	Satisfactory / process not applicable
4	Scope	4.0	Good
5	Time	4.0	Good
6	Cost	4.0	Good
7	Quality	3.8	Good
8	Resources	4.0	Good
9	Roles and Responsibilities	4.0	Good
10	Communication	4.0	Good
11	Risks	2.0	Requires upgrading
12	Procurement	4.0	Good
13	Occupational Safety and Health	4.0	Good
14	Environmental Management	4.0	Good
15	Training	4.0	Good
16	Contingency Planning	3.0	Satisfactory / process not applicable
17	Handover	4.0	Good

**Overall Score** Evaluate Your Score

312	to	390	Indicates that JKR / the project team has well developed process and effective project management capabilities and resources in place.
234	to	312	Suggests that JKR / the project team takes project management seriously but may need to review areas of weakness.

## PROJECT HEALTH CHECK SUMMARY

*A short summary report identifying the project strength and areas requiring improvement*

### A. PROJECT STRENGTH

The project shows strength in the following areas

- Scope management
- Time management
- Cost Control
- Resource Management
- Roles and Responsibility Management
- Communication
- Procurement Control
- OSH and Environmental management preparation

### B. AREAS REQUIRING IMPROVEMENT

Project Risk, Integration, Documentation and Contingency Planning have rooms for improvement

The project Management team can improve these areas by their own initiative or they can get some advise from Prokom Green team who can provide on the job coaching.

### C. ACTION PLAN

*An action plan jointly developed by the health checker and the Project Manager*

Areas for improvement	Action to be taken	Action by	Start & End dates
RISK	Risk workshop		
INTEGRATION	Project management course in PMBok		
CONTINGENCY PLANNING			
DOCUMENTATION			

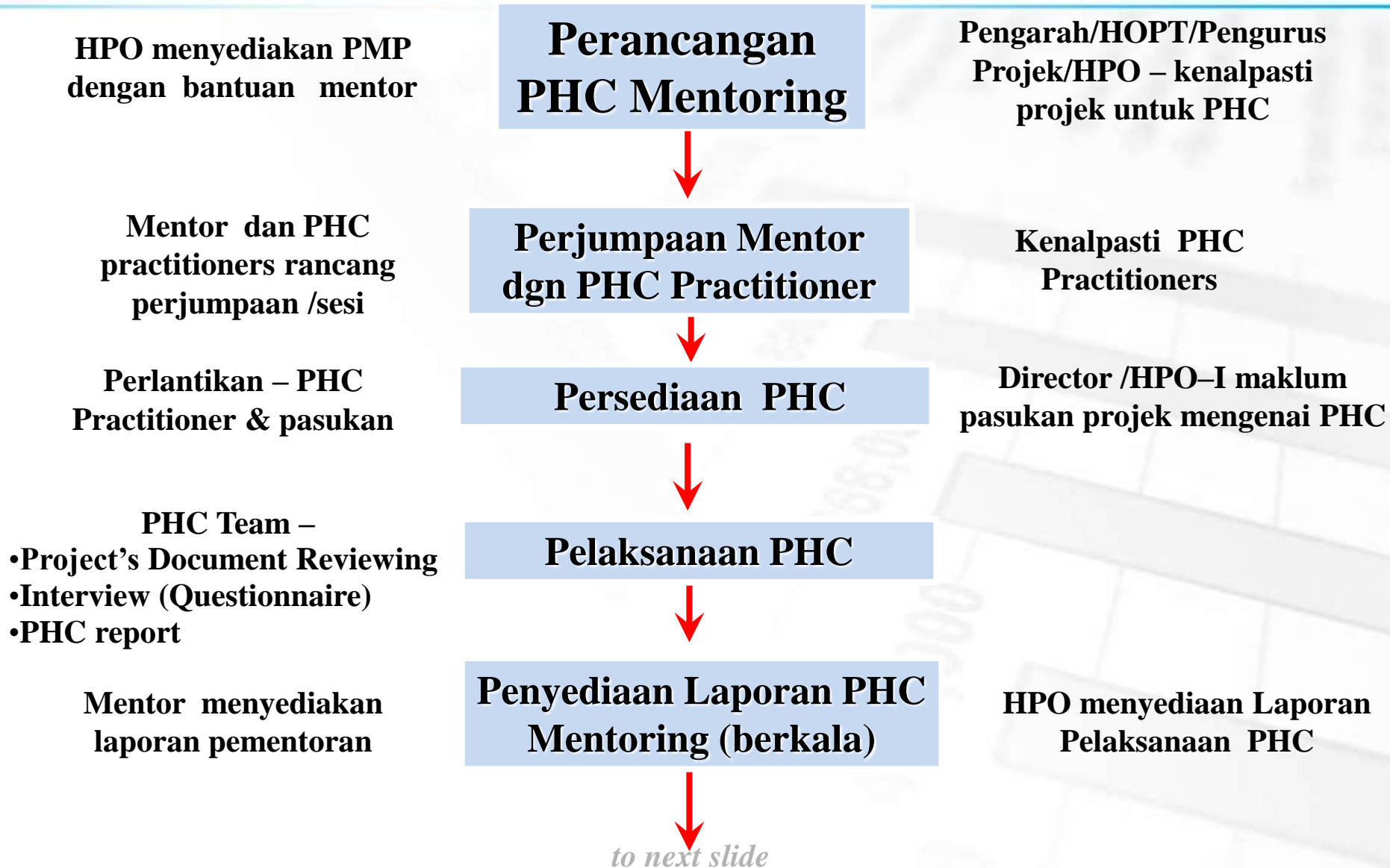
PHC Questionnaire-Pre Con Project Health Check Q Template Summary Report

Ready NUM

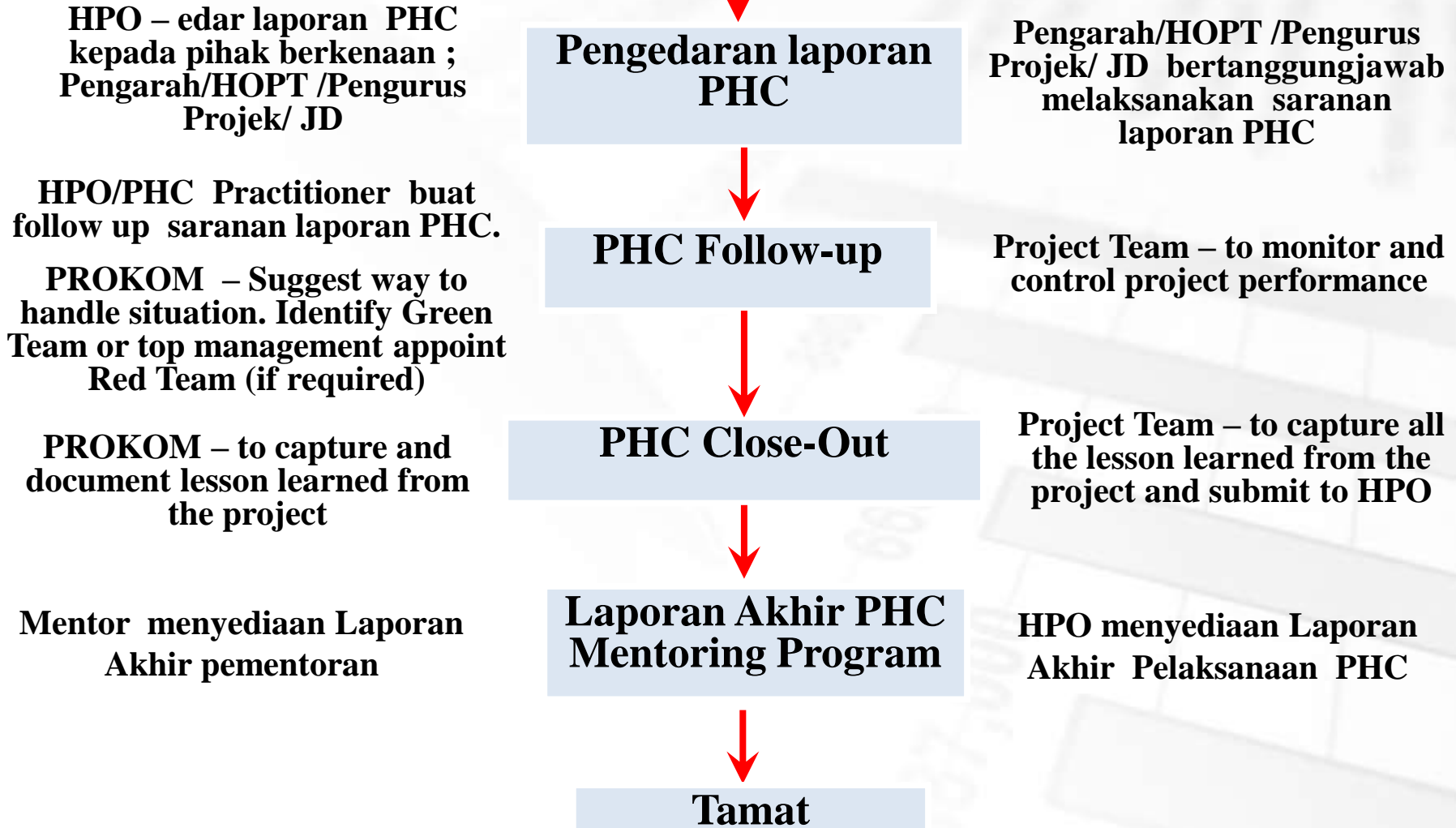
# Project Health Check

JKR's Project Health Check Procedure

# Prosedur

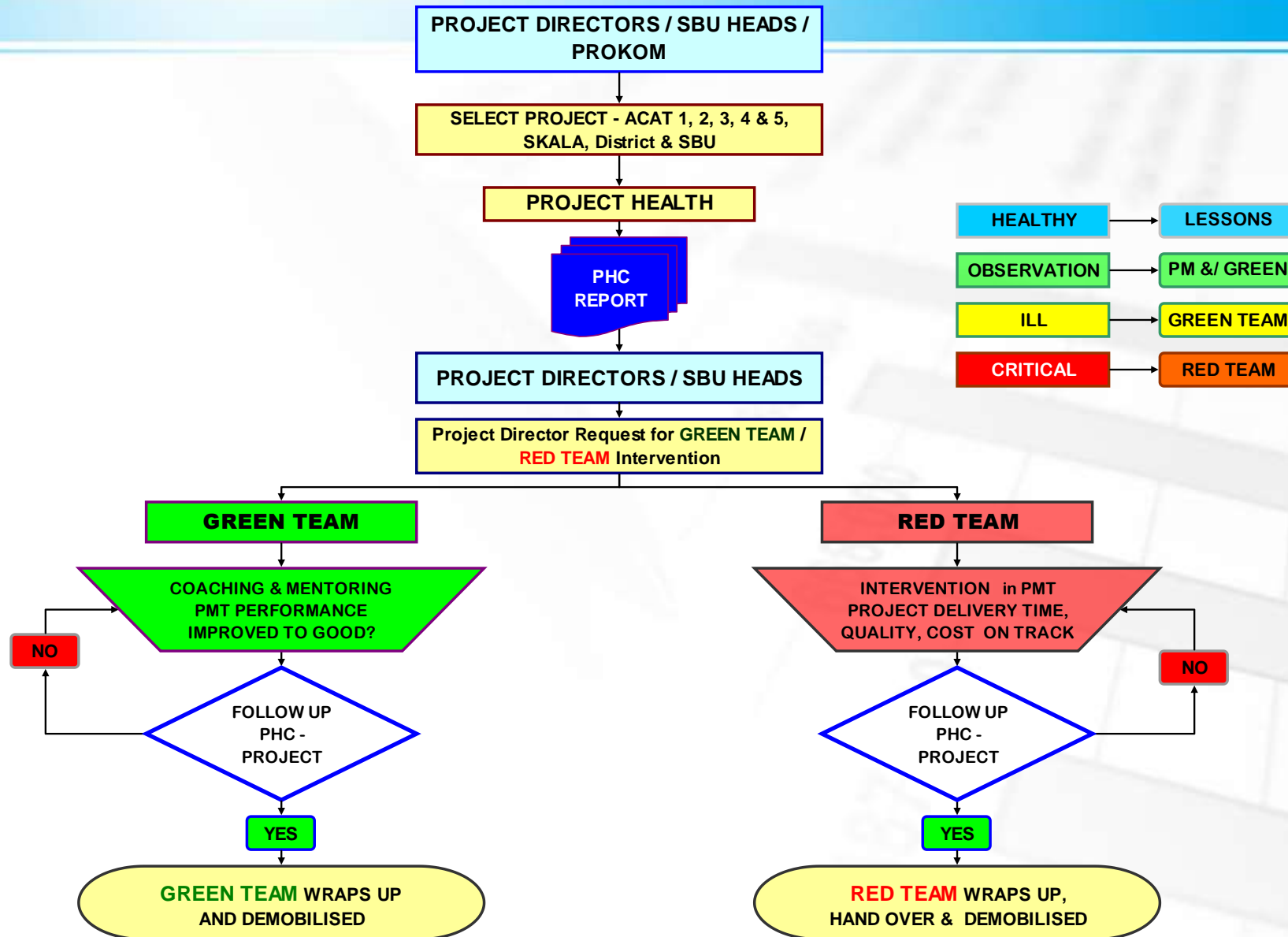


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# PROJECT HEALTH CHECK & GREEN TEAM AND RED TEAM



# Possible Recommendations

- ☀ Observation – some remedial treatments to be applied and a further review in 3 months.
- ☀ Increased Resources – specific enhancement necessary to realign the project;
- ☀ **Green Team** intervention – systems in place but not being properly applied - coaching & mentoring for project participants
- ☀ **Red Team** Interventions – project is out of control, no consistent application of procedures, competencies necessary not available;



## *Green Team*

- # The Coaching/Mentoring Unit appointed by PROKOM which assists in the promotion of effective use of standard project management practices and tools by all JKR project managers.
- # They react to requests for assistance by JKR project managers, or by referral from the Project Practitioner

## ***Red Team***

- ✦ A small team of highly experienced people who respond to a project with major problems,
- ✦ Would be expected to apply radical solutions including changes of project personnel.
- ✦ The Red Team will those appointed by JKR Top Management.



terima kasih