PROJECT HEALTH CHECK
(VITAL SIGN)

SCOPE

Question	What to expect
Is the project well-defined and clearly understood?	*PMP, Q-Plan*
All scope changes are subjected to the scope change process?	*Variation mgmt/ Outcome review - meeting minutes*
Is there a process to incorporate the impact of scope change with regard to the time and cost?	*Gantt Chart/ Ms Project/ Meeting minutes*
How was client involvement during scope definition process?	*Cost benefit/ Meeting minutes*
project scopes and objectives been revisited and revalidated regularly ?	*Revised PMP, Q-Plan*

Scope Definition Components

Origin & Background	Assumptions
Stakeholders	Exclusions
Project Governance	Related Projects
Project Authority/Delegations	Expertise Required
Organizational Benefits	Major Risks
Project Objectives	Key Activities
Statement of Deliverables	Expected Budget
Constraints	Immediate Approvals

TIME

Question	What to expect
reasonable programme (including critical path and milestones) in place?	*Project Schedule/ Gantt chart*
The project schedule updated on regular basis?	*Project Schedule/ Gantt chart*
Does the project schedule reflects all identified deliverables?	*Project Schedule/ Gantt chart*
The project is according to schedule?	*Project Schedule/ Gantt chart*
The project progress reflects the current scope?	*Project Schedule/ Gantt chart*

Schedule Planning

- Activity Definition
  - Identify activities needed to produce deliverables
- Activity Sequencing
  - Identify & document dependencies among activities
- Activity Resource Estimating
  - Estimate the type & quantities of resource required
- Activity Duration Estimation
  - Estimate the time needed to perform each activity
- Schedule Development
  - Analyse activity sequences, durations, resources & constraints
  - Develop project schedule plan

COST

Question	What to expect
Cost plan throughout the project life-cycle?	*Anggaran Harga Jbtn, Cost Plan, unjuran*
Cost tracking system in place and is up to date?	*Meeting minutes*
Budget variances has been monitored and reviewed regularly?	*Meeting minutes*
All cost variances have been approved in writing.	*letter*

What is Cost and Project Cost Management?

- Cost is a resource sacrificed or foregone to achieve a specific objective or something given up in exchange

- Costs are usually measured in monetary units

- Project cost management includes the processes required to ensure that the project is completed within an approved budget

QUALITY

Question	What to expect
Is there a quality plan in place?	*Project Quality Plan*
Are deliverables subject to a quality plan?	*No. of NCR/ Letter of Approval*
Remedial and corrective actions have been taken?	*Letter/ Memo/ Meeting minutes*
Standards and procedures for product of the project accordance to quality plan?	*T&C Result*
The construction test plans are realistic (test strategy, test plan and test cases in place).	*Test Plan & Execution Dates*
Is there a tracking system for project quality?	*Letter/ Memo/ Meeting minutes*

What are the QUALITY process?

- Quality Planning:

  identifying which quality standards are relevant to the project

- Quality Assurance:

  evaluating overall project performance to ensure the project will satisfy the relevant quality standards

- Quality Control:

  monitoring specific project results to ensure that they comply with the relevant quality standards while identifying ways to improve overall quality

RESOURCES

Question	What to expect
The right human resources are in place?	*Organisation Chart, Staff database, RAM*
Project team members are able to allocate sufficient time to the project.	*RAM*
Is there a good cooperation within the project?	*Project team peformance*
All necessary material resources and appropriate technology are planned and have been made available for the project?	*List of Material*
The appropriate technology resource is available for the project?	*List of expertise required*
The project activities are well managed and supervised.	*Letter/ Memo/ Meeting minutes*

Human Resource Planning

Creation of staffing management plan which includes …..

3R

- **roles**
- **responsibility**
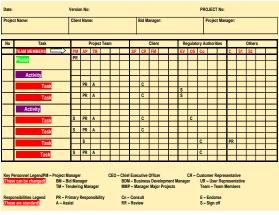- **reporting relationship**

Responsibility Assignment Matrix

- Determine tasks (WBS)
- Determine resource requirements and skill sets
- Determine availability
- Assign resources to tasks
- Assign responsibilities

- Assign according to key:
- Responsible, Assist, Consult, Sign-off
- Obtain agreement from Resource Owner
- Produce and distribute
- Review and adjust at Milestones

COMMUNICATION

Question	What to expect
Is there a communications plan in place?	*Comms Plan*
All key stakeholders have been identified?	*Network diagram*
Regular meeting involving all stakeholders are being held?	*Letter/ Memo/ Meeting minutes*
Project information is up to date and readily accessible at all times?	*Meeting Schedules and Project Progress*
Performance report and/or project status report is submitted regularly?	*Report Schedules*

Project communication involves;

Generating, collecting, storing, retrieving
and ultimate disposition of project
information ....

… in a timely manner
…to the appropriate stakeholders

Communication Planning

Stakeholders need:

- What information?

- How to communicate the information?

- When these information are needed?

Which stakeholders
> **… needs what information**
>> **… by when and**
>>> **… how to reach them**

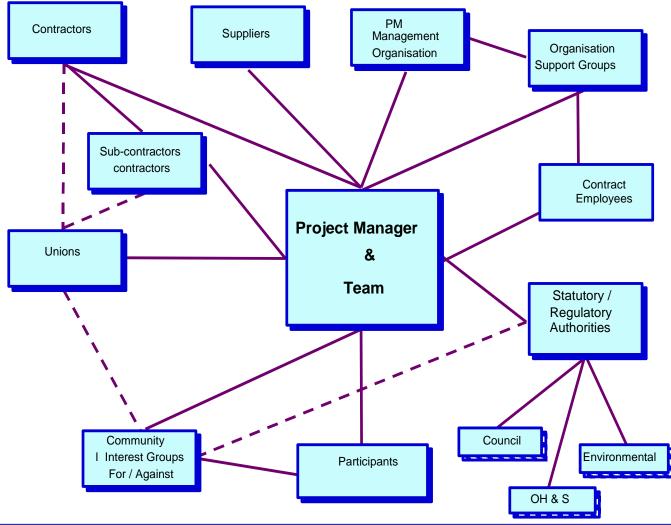# Project Communications planning should include:

- Project Office requirements
- Project Network Diagram
- Roles and responsibilities for key staff
- Contacts list
- Media to be used
- Reporting and reports
- Meetings
- Communications Matrix

Network Diagram

Communications Management Matrix

- The Communication Matrix template illustrates the types of meetings and reports that will be used throughout your project.

SCHEDULED REPORTS & MEETINGS

PROJECT:	PREPARED BY:
	DATE OF PREPARATION:
PROJECT MANAGER :	REVIEWED:

	mM Team			Organisation			Contractor		Others			
Participant ID												

REPORTS

MEETINGS

Consider the Reports and meetings required, the subject and frequency (weekly, monthly, milestone, phase)

Abbreviations Key:
P – Prime responsible for activity
M – Prepares and distributes Minutes/distributes
R - Receives Report

A – Attends & receives Minutes
B – Receives Minutes only Report
C – Consulted prior to meeting or report writing

RISK

Question	What to expect
Risk plan in place?	*Risk mgmt plan/ Issue register/ Meeting minutes*
Mitigation strategies are in place and are carried out as per risk plan.	*Risk mgmt plan/ Issue register/ Meeting minutes*
Regular risk reviews are undertaken?	*Issue register/ Meeting minutes*
All risks and issues that have arisen are being managed?	*Issue register/ Meeting minutes*

What is Risk?

- **The likelihood (or probability) of an adverse event occurring**

- **The impact or consequence that the event may have on a project should it occur**

What is risk management?

- Identifying, analysing and responding to risk factors and events throughout the life of a project

Risk Monitoring & Control

- Track identified risks

- Monitor residual risks

- Identify new risks

- Execute risk response plans, and

- Evaluate their effectiveness throughout the project life cycle

PROCUREMENT

Question	What to expect
Procurement procedures have been identified and adhered to accordingly?	*Letter/ Memo/ Meeting minutes/ Procurement plan*
Allowance for constraints and contingency plans in cases of deviations from the agreed procurement plan?	*Meeting minutes*
Contract uncertainties and constraints from scope definition were identified and managed accordingly?	*Letter/ Memo/ Meeting minutes*

What is Procurement Management?

- Plan Purchases & Acquisition
- Plan Contracting
- Request Seller Responses
- Select Sellers (Contractors)
- Contract Administration
- Contract Closure

INTEGRATION

Question	What to expect
There is a "whole Project Management Plan".	*PMP, Q-Plan*
A Project Team has been created.	*Letter/ Memo/ Meeting minutes*
A single Project Manager has been appointed for the complete project life cycle.	*Letter of Appointment*
Meeting agenda cover all areas in Project Management.	*Performance/ Meeting minutes*
Project status report is prepared according to Project Management Best Practices	*Meeting minutes/ Progress Report*

Integration ???

- To identify, define, combine, unify & coordinate the various processes & activities

- To unify, consolidate, articulate & integrate actions that are crucial to the project success – meeting customer needs

"whole Project Management Plan"

OCCUPATIONAL SAFETY AND HEALTH

Question	What to expect
Is there an Occupational Safety and Health plan in place?	*OSH Plan*
A person is responsible for monitoring the plan?	*Letter/ Memo/ Meeting minutes*
Occupational Safety and Health documentation and reports have been completed?	*Document/Reports*

ENVIRONMENTAL MANAGEMENT PLAN

Question	What to expect
Is there Environmental Management Plan?	*EM Plan*
Anybody responsible for monitoring the plan?	*Letter/ Memo/ Meeting minutes*
Environmental Management System documentation and reports have been completed?	*Document/ Reports*

TRAINING

Question	What to expect
Knowledge and skill gaps have been identified?	*Training Need Analysis*
Is there a training plan in place for all project team members?	*Training Plan*
Adequate training (and time for training) been built into the project schedule?	*WBS/ Ms Project*

DOCUMENTATION

Question	What to expect
Documents are held in a central project location?	*Location name*
Proper version control is in place?	*Filling system*
Proper signed authorities are in place for key decisions?	*RAM*
Is there a decision register?	*Letter/ Memo/ Meeting Minutes Storage*

ROLES AND RESPONSIBILITY

Question	What to expect
Roles and responsibilities are clearly defined?	*RAM*
Adequate executive support for the project?	*Letter/ Memo/ Meeting Minutes Storage*

HAND OVER

Question	What to expect
Is there an acceptance/commissioning strategy in place?	*T&C Program and Results*
Is there a handover schedule?	*WBS/ Ms Project*
Handover and maintenance plan have been considered in detail?	*Letter/ Memo/ Meeting Minutes*
Is there a process for post construction reviews?	*Meeting Minutes*

terima kasih