



Peace of Mind

Planning Days provide you with the peace of mind that is required when deploying IT services and solutions in today's modern and complex IT environments. Planning Days are designed to make any solution deployment smoother and are an integral part of our Project Management process.

Planning Days apply to new services and deployments, upgrades and reconfigurations, and to both large and small projects. The core purpose of the service is to produce an agreed plan of activities and tasks in a cohesive and easily understandable format.

A Planning Day dramatically improves the chance of success of any piece of work; we recommend an appropriate amount of planning on the basis of the criticality of the infrastructure that we are being asked to work on or integrate with, not on how long the work is estimated to take. This ensures that the focus of the planning is on reducing negative outcomes and maximising success.

This approach means that your user community see you proactively protecting their existing service whilst simultaneously looking to enhance the same IT services.

Instant Benefits

The true benefit of planning comes from the opportunity to examine, discuss and assess the detail of a proposed piece of work. A planning day is designed to identify the detailed tasks in any project, sequence them, manage any identified risk and then document everything in a preset format to ensure nothing is missed.

Meeting Your Needs

Planning day activity is usually carried out on site with customers, guided by our proven agenda, which is designed to cover everything as efficiently and completely as possible.

An initial meeting takes place followed by the consultant working on the client site to draft an initial project plan which then is discussed and reviewed with you later the same day.

Planning visits are also used to familiarise ourselves with the site and inspect the current physical infrastructure for any potential impact on the planned work. On larger projects the planning process may continue over a number of days or sites until the plan has reached a form that covers all areas, and that all the stakeholders agree with.

Options

The project plan will also provide for the following items to be considered (if appropriate to the project):

- Proof of Concept testing
- Pilot deployments
- User testing and trials
- Capacity trials

Assurance and Confidence

The planning process proves that you have undertaken demonstrable and comprehensive steps to ensure that the planned work will be a success and the risk of service interruption has been minimised.

Best Practice and PRINCE2

Our Project Management process is based on PRINCE2 and BCS ISEB best practice recommendations. If required we can run your project so that it is fully compliant with the PRINCE2 methodology. We have PRINCE2 practitioners on our team.

Primary Benefits

- ✓ Sign off and acceptance criteria are clearly specified.
- ✓ Objectives, scope and deliverables are clearly detailed.
- ✓ Interruption to user service can be more accurately predicted.
- ✓ You can approve the plan and risk assess it yourself.
- ✓ Risk management actions are specified, as risks are clearly identified in the plan.
- ✓ Any prerequisite components and tasks are identified.
- ✓ Tasks that you, as a client, need to carry out prior to the work are specified.
- ✓ Back out and contingency plans are discussed and drawn up.
- ✓ Success criteria are specified.
- ✓ Critical success factors are identified.

Documentation

The planning day activity produces two key documents: a Microsoft Word project plan and Microsoft Project (.mpp) plan. The Word document is fully comprehensive and is the essential project specification covering areas like risk, scope, requirements, quality, deliverables, prerequisites, assumptions etc.

The Microsoft Project file dovetails into the Word document by providing the critical detailed information such task allocation, stage and phase information, dates, critical path analysis etc.

For further information:

- Contact your Account Manager
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