Tools for MEDIUM Businesses

Level 2 Question 15: Are our projects running optimally?

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| **Title** | Project Model - Light |
| **Why** | A growing business will also have a growing number of initiatives and projects running to improve and expand the business. Assuring alignment of expectations and deadlines as well of maintaining a clear overview of progress is essential in order to keep the scale-up jouney on track |
| **What** | Defining and executing projects is a discipline in it-self. Many smaller companies however, struggle to manage complex projectmodels. Hence a simple method for defining and executing project is necessary. We therefore introduce the 1-page project plan.    Figure 1 One-page project plan |
| **How** | Key Steps   1. Use this one page plan to describe all Key strategic initiatives and projects. 2. Make sure that there is a sign off from the responsible leadership team 3. Report status on progress on relevant team meetings. |
| **Template** | See next page |

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| --- | --- | --- | --- | --- | --- | --- |
| Project Name | | Priority | Budget | | Status | Risk |
|  | |  |  | |  |  |
| Problem Statement and Key objectives | | | Major Milestones | | | |
|  | | | Milestone | Deadl. | Status | Resp. |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| Starting Date: | Ending date: | |  |  |  |  |
| Project Lead: | Project Sponsor: | |  |  |  |  |
| Participants init: | Steering Com.: | |  |  |  |  |
| Status comments: | | |  |  |  |  |
|  | | |  |  |  |  |
| Decisions since last review | | | Key Issues/Risks | Actions next steps | | |
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**One Page Project Plan**