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 Steps1. 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.
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| **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**