## Tools for MEDIUM Businesses

## Level 2 Question 15: Are our projects running optimally?

Title	Project Mode	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.							
	STATUS/ RISK KEY: Done On-track Delay risk Dit frank							
	Project Lead Priori	ity		Status	Risk			
	John Smith Mediu	um	Budget:TBD Spent:					
	Problem statement and Key Objective	es	Major Milestones					
	Problem Statemement Recruitment s Current issues include:	strategy finalized and training in Personio needs to be c	ontinous Milestone	Comp. Curr Timeline Sta	rent tus DRI			
	Update and continue training for his	iring managers	HC Tracker up and running	April 1	Tomas/Elmar			
	Staffing needs and models are not of     Variations in competence levels with	defined	Updated training for hiring managers in personio recruitment mod	ule June 15	Tomas			
	- Selection strategy not clear (Alvotech DNA) Recruitment strategy vs culture - Request for hire process unclear - University agreement for local talent pool not utilized enough  Project objectives:  Recruitment channel optimization (reduce cost), self sustainability for local talent Long term sustainability strategy in RNA facility staffing  Scope: Recruitment, Training on recruitment module Advisory group: CLT Team Starting date. April 19, 2020  Steering Group: TBD  Triplet Lada: Teams		Having Training for hiring managers	June 15	Tomas			
			Aligning usage of recruitment processes in Personio across sites	August 30	Tomas			
			Preferred recruiter partner selection criteria validation	September 30	Tomas			
			University agreement communicated and effective in recruiting let 1's, ie more self sustainability for local hires	el September	Tomas			
			Evaluation forms in Personio to be tailored to each department by hiring managers	Sept 30	Tomas			
			Making sure we align the recruitment strategy with our cultural strategy, ie where we hire from, what kind of company we are etc	Sept 30	Tomas			
	Status as of April 2020							
	*****		Recruiting for specific roles vs recruiting for the future, ie staff vs st	irs Dec 31	Tomas			
	Decisions made since last review		Key Issues / Risks					
	Description	Decision	Issues / Roadblocks Actions	Next steps				
		_						
	Figure 1 One-page	e 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							

## One Page Project Plan

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