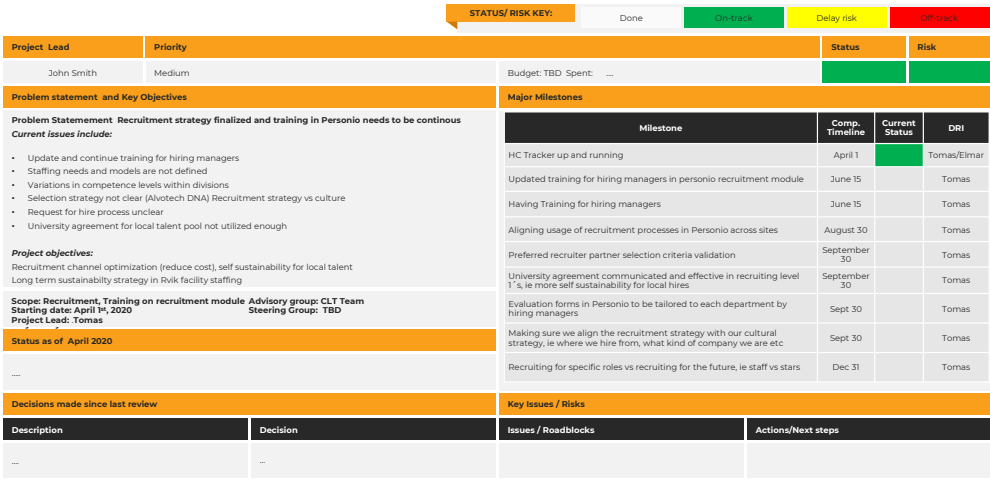


## Tools for MEDIUM Businesses

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

<b>Title</b>	Project Model - Light
<b>Why</b>	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 journey on track
<b>What</b>	<p>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.</p>  <p><i>Figure 1 One-page project plan</i></p>
<b>How</b>	<p><b>Key Steps</b></p> <ol style="list-style-type: none"> <li>1. Use this one page plan to describe all Key strategic initiatives and projects.</li> <li>2. Make sure that there is a sign off from the responsible leadership team</li> <li>3. Report status on progress on relevant team meetings.</li> </ol>
<b>Template</b>	See next page

## One Page Project Plan

Project Name		Priority	Budget	Status	Risk	
Problem Statement and Key objectives			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 next steps		