



Achieve Larger Profit Margins With STEPwise Project Office Consulting Services

Are you achieving your profitability targets? A key factor of project profitability is your level of delivery excellence.

Most organizations have project management skills, but lack process within the organization to achieve consistent repeatable process which effects your bottom line, reputation, stability and growth as a professional services organization.



TOP Step, a leader in Professional Services Operational processes with real-word experienced project managers, will help you build a Project Management Organization from the ground up or help to mature the foundation you may already have in place.

We focus on the *execution* of your project management process and what is needed so you can execute on those large, riskier projects with confidence!

Benefits of STEPwise Project Office Consulting

- ◆ **Coaching by real-world experienced Project Managers**
- ◆ **Deliver successful projects in a cost-effective manner**
- ◆ **Satisfied customers**
- ◆ **Increased project profit margins**

***Tools, Operations, Processes...
Steps to business efficiency***



STEPwise Project Office Process

Step 1: Process Modeling Workshop

Along with your Senior Management and Project team we focus on how you execute your engagements and where the areas of opportunity exist before we recommend foundation elements.

The results of the Process Workshop is an outline of the PMO Foundation to be developed or improved including:

- ◆ PMO Mission/Charter
- ◆ Measurable Objectives
- ◆ Stakeholders
- ◆ Communication plan including document repository
- ◆ Complete lifecycle process diagram with decision, actions, and deliverable identified
- ◆ Process definition templates
- ◆ Tool usage

Step 2: Process Standards and Measurable Objective Development

With your project team we define the standard process, the detailed steps to be followed within the process, and standard project templates to be included in the PMO library.

Measurable objectives for PMO reporting are then refined to align with checkpoints, triggers, or actions identified in various processes impacting engagement status, health, and risk.

Step 3: Training

Development of project manager training is critical to the communication, and success for execution by your project managers. Materials are customized to your specific PMO structure to provide control and flexibility where needed to ensure high adoption by your team.

Step 4: PMO Launch and Continued Process Monitoring

The PMO is launched with an initial baseline of performance metrics for measuring overall project performance.

To realize the benefits of a PMO for improving your bottom line, a continued process monitoring is designed to audit the trends in how the PMO is impacting the overall delivery success of projects such as reducing financial risk, identifying problematic projects early.

What is STEPwise?

STEPwise is a complete set of services designed to focus on 4 core steps towards maturing and creating business efficiencies in your PS Operations.

- ◆ **Strategy**
- ◆ **Tools and Implementation**
- ◆ **Education**
- ◆ **Process Monitoring**

To learn more go to:

www.topstepconsulting.com/answers

About TOP Step Consulting

TOP Step Consulting improves business efficiency and productivity for Professional Services business operations. We help you achieve your profitability goals allowing you to focus on building your business.

Our experts have extensive experience in PS business operations, project management, and PS automation with both local and global Professional Services organizations.

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