

EVERYTHING YOU NEED TO KNOW ABOUT OUR VIRTUAL PMO



smart thinking to help you join the dots...

DATASHEET

1

PMO Toolkit (Package 1)

Cost: £1,400

Focus: Toolkit option, to provide your organisation with the tools, documents, trackers and templates to support internal projects.

Services Offered:

- **Documentation & Templates:** Provides standardised project management templates, forms, and guidelines (e.g. project initiation document, status report templates).
- **Project Tracking Templates:** Templates for project tracking and reporting, including spreadsheets or basic software tools for tracking timelines and budgets.
- **List of Templates:**



Highlight Report



RAID Log



Change Request Form



Project Initiation Document



Gateway Report

Target Audience: Any interested organisation engaged in Project activities, useful to augment existing PMO/Project teams engaged in ERP Projects.

Value: This package provides materials and templates for your organisation, offering a standardised approach to reporting, tracking, risk management, etc.

- **Value add: +£500:** Additionally, talk your PMO through the documentation.

2

Tailored Service Offering (Package 2)

Cost: Price Upon Request

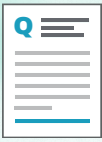
Custom Package: Additionally, we can offer a customised package to meet your requirements, to discuss this further please contact:

enquiries@quitelaterally.co.uk



Additional Service Packages continue on **Page 2.**
Benefits and Features on **Page 3.**





3

vPMO Resource – Day Rate (Package 3)

Cost: £475 Per Day

Focus: Provide a vPMO resource to support the project.

Target Audience: Any organisation looking to support a Project with better governance, monitoring and reporting. Flexible offering that can be structured around the needs of the Project.

Value: This package provides a cost-effective remote resource to meet the PMO needs of the organisation.

Services Offered

- **Project Monitoring & Reporting:** Tracks project performance, including milestones, risks, and deliverables, and provides regular reports to the Project Manager, Board and Key Stakeholders.
- **Resource Allocation & Management:** Helps ensure the appropriate allocation of resources across projects and identifies resource bottlenecks.
- **Risk & Issue Management:** Establishes processes for identifying, assessing, and mitigating project risks and issues. Management of a RAID (Risks, Actions, Issues, Decisions) Log, conducting a weekly/bi-weekly review per the needs of the project.
- **Project Process:** Introduces and maintains a standardised approach to project processes such as reporting, tracking and monitoring.

Services Offered

vPMO Service (Package 4)

Cost: £8,000 PCM

Time: 20 days /month coverage

Focus: Governance, control, and risk management.

Target Audience: Organisations embarking/starting/engaged with a project, who are anticipating a need for additional support at a cost-effective price. Suited to larger scale projects, such as an ERP implementation.

Value: This package offers a saving over the cost of day-rate vPMO resourcing, by committing to an arranged service offering. Provides more comprehensive coverage for PMO needs, backed by a team for coverage.

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BENEFITS

- ▶ IR35 Compliant
- ▶ Flexible Pricing Model to Suit a Budget
- ▶ Scalable Service to Adapt to the Changing Needs of the Organisation
- ▶ Enhanced Project Governance and Controls Helping to Keep Track of the Project
- ▶ Increase the Success Rate of the Project
- ▶ Improve the Organisational Risk Management Approach
- ▶ Virtual Service

FEATURES

- ▶ Risk Management (Mitigation, RAID Log, RAG Status)
- ▶ Compile Project/Programme Strategies (Change, Training, Testing)
- ▶ Project Planning and Milestone Tracking
- ▶ Resource Management
- ▶ Change Request Management
- ▶ Support with Project Governance and Organisational Structures
- ▶ Workshop and Team Meeting organisation
- ▶ Reporting for Project Manager and Key Stakeholders
- ▶ Configuration management of Solution Design Documentation
- ▶ Quality Assurance checks
- ▶ Maintenance, Administration and Development of Project Site (Sharepoint)
- ▶ Access to Quite Laterally Document Template Library

 www.quitelaterally.co.uk

 enquiries@quitelaterally.co.uk

 www.linkedin.com/company/quite-laterally/

