



Program Management Services

Purpose: To coordinate and conduct program/project management activities in a centralized manner to ensure efficiency, timely completion within budget and set scope. We will facilitate completion of your programs/projects by monitoring the work and reporting progress to Management officials so that strategic decisions can be made on the programs and related projects.

This will be done at 3 levels:

1. Consultive or supportive role: To help Management officials make decisions
2. Controlling role: To help Management officials maintain compliance on approved projects
3. Directive role: to help Management officials manage and complete approved work as per plan

Our main roles and responsibilities:

- We will be accountable to executive sponsors for **schedule, budget, and quality** of all program elements.
- We will coordinate and lead sessions for **program planning and schedule development** for Management approval.
- We will review program/project plans for **conformance to program strategy and program plan and schedule** and **recommend approval/corrective actions** to Management.
- We will act as the **communications conduit between all Stakeholders** and other program steering committee members and **conduct periodic briefings/status updates**.
- We will **escalate decisions to Management officials** as necessary for prompt decision making.

9 areas of focus:

1. Program Planning and Management
 - Program and project structuring
 - Adherence to set goals
2. Governance of Program and all related projects
 - Defining roles and responsibilities
 - Providing oversight assistance
3. Stakeholder Management
4. Financial Management
 - Implementation of fiscal controls for all projects
5. Risk Management
6. Issue Management and Progress Reporting
7. Methodology and Process Support
8. Communications Management
9. Training coordination

BENEFITS TO CLIENTS

1. Program/project completion per set plans
2. Independent monitoring and verification by Subject Matter Experts
3. Risk management and financial controls on approved projects
4. Transparency on all programs and projects
5. Standard methodology used on all projects and schemes
6. Timely communications to all parties
7. Proper decision making structure