

# Make sure your projects remain on track with CBO Project Health Checks

## Problem Solving with CBO Project Health Checks

We offer structured Project Health Checks, providing independent and practical feedback based on best practices. Projects often harbor hidden issues that may go unnoticed by business leaders until it's too late. Unrealistic timelines, compromised business cases, uncontrolled scope changes, and inadequate governance can result in overspending and underdelivering.

## Our experts can help rectify issues, or avoid those pitfalls altogether. At CBO we:

- Identify Potential Risks
- Ensure Alignment with Objectives
- Optimise Resource Utilisation/Allocation
- Monitor Project Progress
- Enhance Stakeholder/Exec Confidence

## You're in Trusted Hands

CBO has a proven track record of successful project reviews and health checks across various sectors.



Each assessment is tailored to your unique requirements.



We deliver tangible benefits using our extensive project experience.



Health Checks are overseen by one of CBO's Chartered Project Managers.



We utilise the Association for Project Management best practice toolkit.

# The Three Levels of Project Health Checks

## 1. Targeted or Rapid Review:

- A one-off review is conducted through interviews with key individuals within your organisation.
- Provides a Red-Amber-Green (RAG) Report on standard project elements.
- Includes recommendations for addressing identified gaps and a realistic implementation plan.
- Ideal for assessing the health of multiple projects simultaneously, especially when evaluating the overall health of a project portfolio.

## 2. Ongoing Project Review and Assurance

- Conducted during major projects or programmes' lifecycles.
- Provides assurance that the project is on track for success.
- Can occur before significant milestones, changes of phase, or at specific project delivery points.
- Ensures alignment with best practices and implementation of previous review recommendations.

## 3. Full Project Audit:

- A comprehensive and detailed audit of a project's achievement of stated goals, the effectiveness of governance and controls.
- Includes the creation of project governance documents to establish a fit-for-purpose structure for successful project delivery.

### Deliverables of CBO Project Health Checks:

Output	Targeted or Rapid Reviews	Ongoing Project Review and Assurance	Full Project Audit
RAG Report	✓	✓	✓
High-Level recommendations and proposed actions	✓	✓	✓
Implementation plan for the agreed remediation actions	✓	✓	✓
Project governance and remediation recommendations		✓	✓
Key Project Governance Documents			✓
Detailed Project Audit Report			✓

# CBO's Approach to Project Reviews

Our project reviews commence with a thorough understanding of your project's objectives and your organisation's expectations in terms of scope and timescales. We then evaluate nine key criteria, as defined by the APM, which are crucial for successful project delivery.



## Client and scope

Clear and controlled baseline requirements, objectives, success criteria, business case, terms of reference, contracts, and benefits.



## Finance

Commercial management and administration.



## Performance

Measuring all facets of performance against the baseline requirements, variance analysis and management action.



## Governance

The processes to align interests and strategic direction of sponsors and stakeholders.



## Supply chain

Procurement processes, engagement with, and capability of, both the internal and external supply chain.



## Risks and opportunities

Management of risk and opportunity through the project's lifecycle.



## Planning and scheduling

Appropriately detailed execution strategies, plans and schedules.



## Team capability and culture

Skills, behaviours, teams, processes, systems, and the working environment.



## Solution

The deliverables and outcomes that meet the client requirements.

After an initial sponsor meeting, we review project management artefacts, conduct stakeholder interviews, and gather necessary data. This allows us to produce an outline of conclusions in a 'RAG report,' which is discussed with the sponsor or project board. For more detailed reviews, we conduct further interviews and document requests before delivering a final audit report and governance recommendations.

## How We Can Help

If your organisation has a project in crisis, has a portfolio of activities that needs analysis or would like additional assurance that your projects have all the factors required for success, we would love to hear from you and discuss how we might support you.



If you are interested in learning more about CBO and our Project Health Check offering, please contact our Director of Project Services.

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## What our clients say about us

The Channel Islands most trusted partner for project and change delivery.

*"The partnership with CBO has ensured that a faltering programme has been brought back on track. Areas of risk have been identified and addressed; firm foundations through high quality, well thought out strategic plans have enabled a high level of confidence in the integral transformation programme which is scheduled to deliver benefits on time and within budget."*

**CBO Client**

*'CBO ran a series of rapid reviews as part of an IT Improvement programme for a large public sector organisation. The reviews identified project risks across resources, governance, and benefits realisation. The reviews resulted in material improvements in project delivery across the programme, including pausing/ deferral of a number of non-essential projects'*

**CBO Client**

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