

## Project Management – Project office support

### Client description

International, worldwide acting reinsurer

### The Client's requirements

Supplemental resource to internal project team to provide full Project Office support for Finance Project whose goal was to centralise cost operation functions from 15+ locations worldwide to two centres

### Our solution

- Provide project resource at a number of levels to perform all project office support and governance duties within project deadlines and budget, including:
  - Maintain all project documentation
  - Prepare presentations for stakeholder meetings
  - Arrange and facilitate meetings
  - Undertake stakeholder analysis
  - Provide project status reports
  - Maintain communication plans
- We also undertook non-project management tasks to assist the implementation of the new business process, including:
  - Process mapping
  - Development of stakeholder reporting package
  - Identifying business issues

### Services/Value delivered

- Key active part of the project
- Project office resource regularly utilised previous project experience for the clients benefit resulting in a high level of trust and endorsement of their decision making
- Client adopted many suggestions made to the embedded business processes and decisions that Pro challenged on the basis of our business insight
- Developed and evolved management reporting to be used after the Project