

Recession Survival Health-Check

Use the following checklist framework to help you survive:

- 1. Review and Update Business Strategy**
Is it up-to-date and reflects current focus? Make sure it is updated and owned by senior Management, and not by external consultants. It should reflect tangible measures such as 10% more market share. Use terminology of Business Investments rather than Projects.
- 2. Communicate Updated Strategy and Re-energise your Business**
Does everyone know what they need to do within their own functional area to support and make it happen? Ensure strong links between Business Strategy and IT Tactical Execution plans. Rigorously and continually search out new value-adding opportunities for IT to add value to the Business.
- 3. Create Inventory of Current Projects and Resources/Capabilities**
What are all the various things you are working on and with what resources? Include all resources associated with your Projects.
- 4. Reconcile Inventory against Business Strategy using Selection Criteria/Priorities**
How do your current Project activities relate to your updated Business Strategy, and in what way do they contribute towards this by adding value?
- 5. Make Better Tactical Decisions using Outcome from Reconciliation**
Which Projects should be cancelled, continued with, reintroduced or escalated? Only proceed with Projects that still add real value and enable the Business to survive and grow. Make sure the associated business cases are robust and well explained in terms that non-IT people can understand.
- 6. Prepare and Implement Communication Plan**
Does everyone know what you are now doing, and what is expected of them? Use variety of different approaches/media to ensure effective communication to help in keeping the ambiguity and complexity under control.
- 7. Enhance or setup Project Management Office**
How do you track the progress and activity of your Projects? Identify Projects that need attention: See which Projects have slowed down or haven't had much work put into them. Are they still a priority? If not, reallocate resources and attention to more pressing needs.
- 8. Refine approach to Project Execution**
Do you build "collaborative capacity" through relationships, trust and knowledge exchange? Intensify competition between internal teams. Don't cut back on meetings. Meetings are more important than ever for brainstorming and firing up team members' creativity. Build new teams. Business pullbacks are excellent times to pursue new ideas and projects and get them on the drawing board. Don't cut travel and insulate team members. Get them out in the world and exposed to new thinking. Encourage risk-taking.
- 9. Embed PPM approach within Business**
Do you use on a regular basis to ensure you in control, and that resulting decisions/action is accurately focused on the real needs of the Business in these challenging times?
- 10. Finally, keeps things in perspective!**
No matter what happens to the economy, there is going to be change, though it doesn't have to be a traumatic process. Most of these external changes are out of your control but we can always control our reaction and attitude to them. Help your employees take ownership of their attitude and reaction to change.

"It's not the biggest, the brightest, or the best that will survive, but those who adapt the quickest": Charles Darwin

If you would like help with any of the above suggestions, contact Robert Toogood on +44 (0)1794 322755 or via email at robert_toogood@chaoticchange.com for an initial, no-obligation and confidential discussion.

Project Systems Support and Chaotic Change - Safe Hands in a Wild World

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