

TOOL NAME & PROFILE

PROJECT VIEW (“POST” OR “EARLY”)

- Examines 35 key project factors
- Focuses on human factors and Front-End Loading elements
- Rates agreement against a standard
- Surfaces issues and risks

PROJECT SPONSOR PROFILE

- Examines key role factors
- Defines successful behaviors
- Offers a companion tool for coaching upward

PROJECT MANAGER PROFILE

- Mirrors the Project View tool
- Examines key role factors
- Rates agreement against a standard
- Surfaces role-related issues

STAKEHOLDER MAP

- Identifies project stakeholders
- Distinguishes types of stakeholders
- Maps stakeholders within the organizational context

STAKEHOLDER ALIGNMENT CHART

- Zeroes in on project purpose, objectives, and scope
- Focuses on the major stakeholders
- Rates stakeholder commitment
- Provides numeric results

PROJECT MANAGEMENT TOOLS & TECHNIQUES

- Lists selected best practices
- Describes how the practice can help

KEY RELATIONSHIP GRID

- Rates frequency of communication between key stakeholders
- Highlights “smooth” and “bumpy” relationships
- Builds on previous tool outputs

AGREEMENT CHECKLIST

- Rates agreement process steps against specific project elements
- Examines variations in communication

TOOL VALUE

The *PROJECT VIEW* tool enables gap analysis by applying an agreement scale against factors (standards). The process for using this tool is flexible, enabling up to a 360-degree view by key stakeholders. The tool is effective for individuals and/or groups.

The *PROJECT SPONSOR PROFILE* describes the critical responsibilities of the individual(s) funding the project. The profile and its companion dialogue tool can be used as a checklist by the sponsor, or by others needing to coach upward.

The *PROJECT MANAGER PROFILE* provides a role description that reflects the integration responsibility of the project manager. This tool may also be used to surface development needs.

The *STAKEHOLDER MAP* graphically captures the project’s stakeholders. This tool helps to uncover any “missing” stakeholders, and can enable discussion about sponsor and team representation.

The *STAKEHOLDER ALIGNMENT CHART* examines the level of support by the key stakeholders. The tool reveals buy-in strength and weakness, and can aid in developing strategies that will strengthen stakeholder support for the project.

The *PROJECT MANAGEMENT TOOLS & TECHNIQUES* is a reminder of approaches that may provide improved planning or issue resolution options.

The *KEY RELATIONSHIP GRID* deliberately examines the nature of key relationships. Delving into the variation patterns and reasons for ratings can yield insights into better managing the relationships.

The *AGREEMENT CHECKLIST* is available in multiple versions that vary in complexity. However, each version examines the project’s communication patterns for specific project elements.