

VISUAL LITERACY

Preparation of documents such as: Work Breakdown Structure, Schedules, Progress Reports, Coordination Reports and Review Meeting Inputs.

1. Why should we not use use Visual Reports?

We are in age of Visual Literacy. Visual reports make understanding easy and impactful. They make direct approach, remove number mumbo-jumbo on the screen into what is logical, simple and can be understood by everyone. They improve group discussion by spend more time on discussion and thinking that trying to juggle with percentages. Using 3D Graphics, Animations and Colorful Graphics which give impression of a forward looking company. Have a look at speedometer reports below.

2. Why not Project Blog?

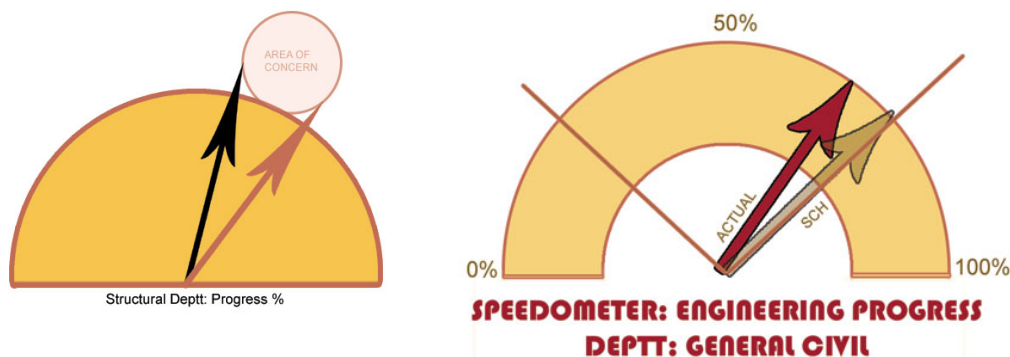
An Intranet based blog by Project Manager, and Department Heads would clearly point-wise detail the monthly task list and will also be a discussion/communication forum for the entire project. GPCs can issue tickets for Feedback, Query on various points. If you cannot be measure it, you cannot improve it! This will also integrate Top down and bottom top approach, as this means Higher and Direct Employee Participation.

Blog Coordinator will be like Project Secretary who will be the Single Window to answer all project related questions. Blog or Forum will have written record of initiatives, proactive suggestions and reminders for all project team members. Greater transparency within and outside department.

This means, Consistent Interaction and Integration of feedback. This means, latest information on fingertips. This means environment of work commitment, trust and satisfaction.

3. Is the Project Dashboard coming?

Quick Reporting tool for not just project statistics but also for seeing resource utilization, indicators, comparative analysis with units of other projects and increased maturity in assessing situation.



IT is the backbone to change work system and do change management in organization. To Exceed expectations should be our motto. Dashboard is not just about TIME, COST and EFFORT but also about EFFICIENCY, IMPACTFULNESS.

Company's statement: Delivering Excellence through humans is old perspective because individual heroics used to bring success. Now time tested and proven work system should be the pillars of strength for organizational growth and progress.

Success that rests on few individuals is no basis or a guarantee for a long term success of an organization. You are aware that for increased work system maturity, better quality we need to continuously measure, assess, plan and improve.

4. How about preparing a list of Proactive Initiatives?

Project Management is Act your Plan and Plan your Act. Planning is not History Reporting but also taking proactive initiatives. Reactionary planning cannot help you exceed client or your own expectations but Proactive Initiatives related to financial costs, intangible benefits, technical importance and business objectives (if that come under Project Services).

5. How confident are we about our timely record keeping, data processing and there after technical documentation?

For Self Analysis

End of Document

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