## **Project managers**

Managing workstream leads
Facilitating work with suppliers e.g. construction
Problem-solving and troubleshooting
Stakeholder management/engagement/consultation
Producing project initiation documents (PIDs)
Reporting e.g. CLT, SLT, committee
Escalation and remediation
Lessons learnt and handover / exit plan
Developing tender documentation
Managing service transition

#### Business analysts

Financial modelling

Demand
forecasting

Assessing project
viability

Data interpretation

### Improvement Programme

Options appraisals and feasibility studies

Benefits realisation

Produce project documentation e.g. business cases

Project set-up

Project closure and formal handover to the service

Quality assurance

Support interdependency identification and management

Best practice methodologies and templates
Project reviews

#### **Planners**

Assessing project resource requirements and plans

Project plans (tasks, milestones, scheduling, resources)

Scenario planning to aid decision-making

Planning training

Best practice guidance and templates

Breaking down work into manageable elements

# **Programme Officers**

Setting up and updating control mechanisms e.g. risks, issues, change requests, highlight reports

Projects communications

Workshops - planning and delivery

Leading / co-odinating workstreams

Updating project plans

Data analysis to support business process reengineering

Workstream management