



## Background

The business reviewed active projects each quarter, multiple teams were creating and analysing data at the same time. Assumptions were often inconsistent and reports missed filing deadlines for senior management review.

## What Was Done

- A generic timing plan was created, supported by a kick-off meeting at the start of the plan to verify that resources were in place to support the timing and deadlines were understood
- At the start of each cycle the timing was discussed, then the master plan was circulated
- Checkpoint meetings established to measure progress

## How It Was Done

- Workshops established detailed work steps and associated timing
- Inter-dependencies were determined (e.g. one team supplied several others with data), identifying the critical path.
- Centralised publishing of widely-used assumptions and used best practice sharing to reduce average completion timing

## The End Result

Once put in place, the plan was followed each quarter and delivered improved quality and management confidence

# Case Study

# Creating A Standardised Timeline For Project Reporting