

# There's a method to the success. Our way of working in detail.

1

## Analysing the environment

At the start of project planning, the initial situation is analysed from the top down and discussed. A deductive analysis of the situation gets all the team members involved in the project on the same page. To ensure that all aspects have been covered, practical problem situations are used to review whether they have been taken fully into consideration in the analysis of the initial state of affairs. The objectives for the project are only developed and defined when there is complete clarity over the point of departure. A distinction is made between project work and routine work (line work) in the scope and level of detail in formulating the objectives.

2

## Describing the environment

Building on the analysis of the environment and the formulation of the objectives, the next step is to define and document the actual situation.

3

## Defining the requirements

On the basis of the description of the environment and the project objectives, a profile is now created which describes the requirements to be made of structures, staff and systems.

4

## Designing and comparing implementation models

Possible alternative solutions are developed for the relevant issues in the concept phase. They are compared and evaluated using a decision matrix.

5

## Fixing implementation models and action plan

The strategy for achieving the objectives is defined together with the client, and subsequently a specific action plan is drawn up.

6

## Planning implementation

The actions approved are fed into the implementation planning process which maps all the steps required to implement them in the form of a project plan.

7

## Implementation

Finally, the individual steps are implemented in accordance with the project plan. Controlling takes place in each implementation unit.

Measures to support the project include scheduled and unscheduled project meetings for coordination purposes and the exchange of information, writing project status reports and documenting the work completed. The implementation phase is rounded off by AlogO's project completion report and project approval by the client.