

SAMPLE GUIDE  
SNEAK PREVIEW

# PROJECT MANAGEMENT

## How-to-guide

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How to manage HR Projects  
efficiently

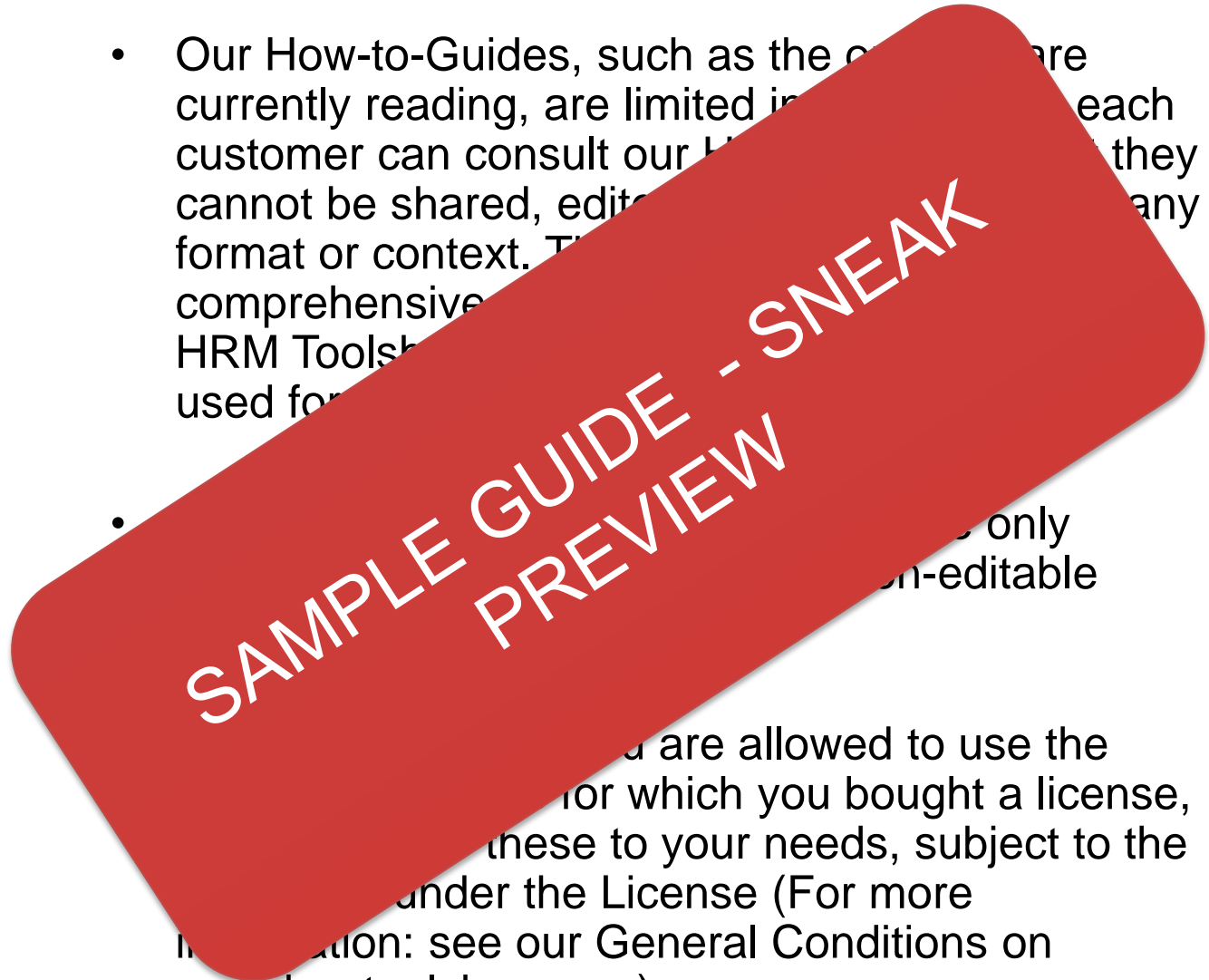


## Using this Guide

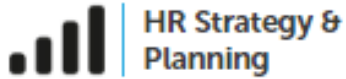
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# HRM TOOLSHOP

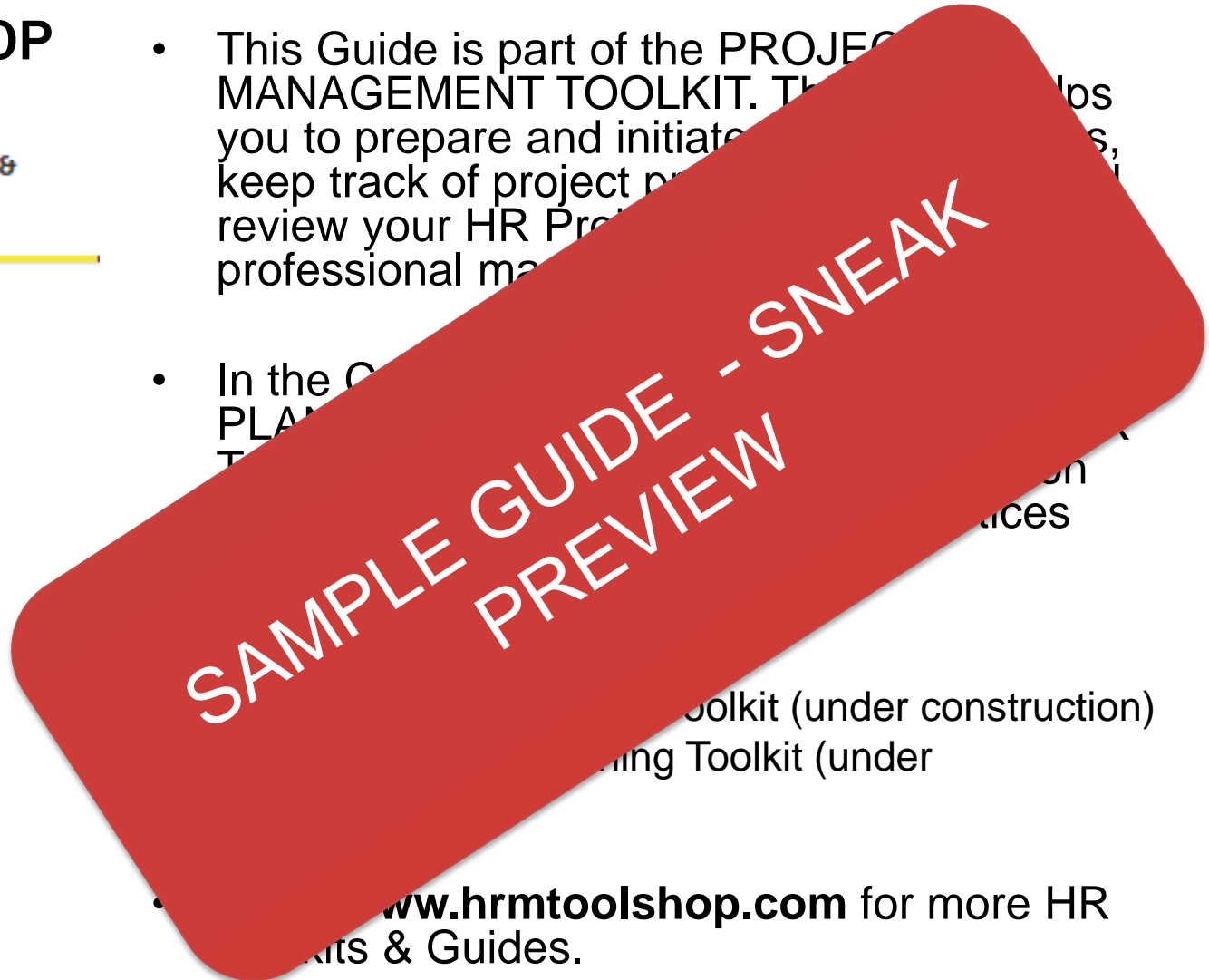


- This Guide is part of the PROJECT MANAGEMENT TOOLKIT. The toolkit helps you to prepare and initiate projects, keep track of project progress, and review your HR Project. It is a professional management tool.

- In the ORGANIZATION PLANNING TOOLKIT, you will find tools and techniques for planning organizational services.

- The ORGANIZATION TOOLKIT (under construction) and the ORGANIZATION PLANNING TOOLKIT (under construction).

- Visit [www.hrmtoolshop.com](http://www.hrmtoolshop.com) for more HRM Tools & Guides.



## About this guide

- Does it happen that projects in your HRM department are initiated with the best intentions and a comprehensive project management plan, but as the project progresses the focus gets lost, responsibilities are unclear, milestones are forgotten, and the project ends in a series of pages-long project reports and a lack of follow-up tools and processes? Or are you merely executing a project?

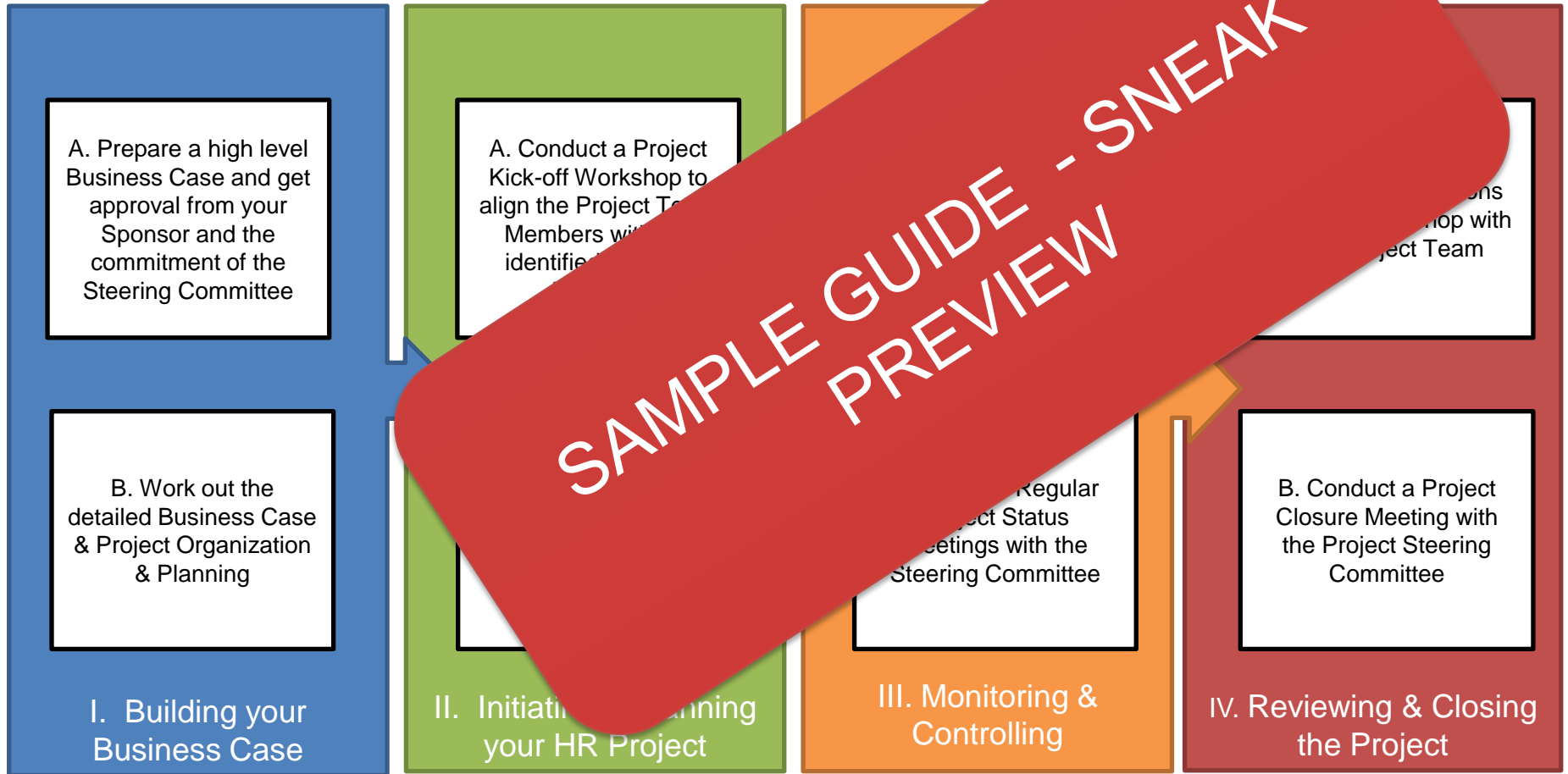
- Stop! This guide will help you update your project management plan, how to keep it up to date, how to conduct a workshop and conduct a

In this Guide, you will be introduced to the templates and how to complete them: a template for your Project Charter, template slides for a Project Meeting, a Project Milestones Plan Worksheet, and so much more.

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# Roadmap Overview

## Steps for *MANAGING YOUR HR PROJECTS*



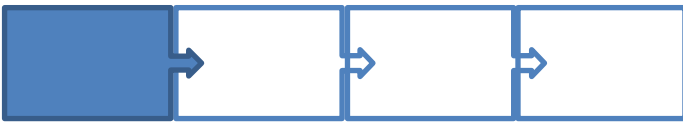
# Step I – Building YOUR BUSINESS CASE

A. Prepare a high level Business Case and get approval from your Sponsor and the commitment of the Steering Committee

B. Work out the Business Case, Project Organisation & Planning

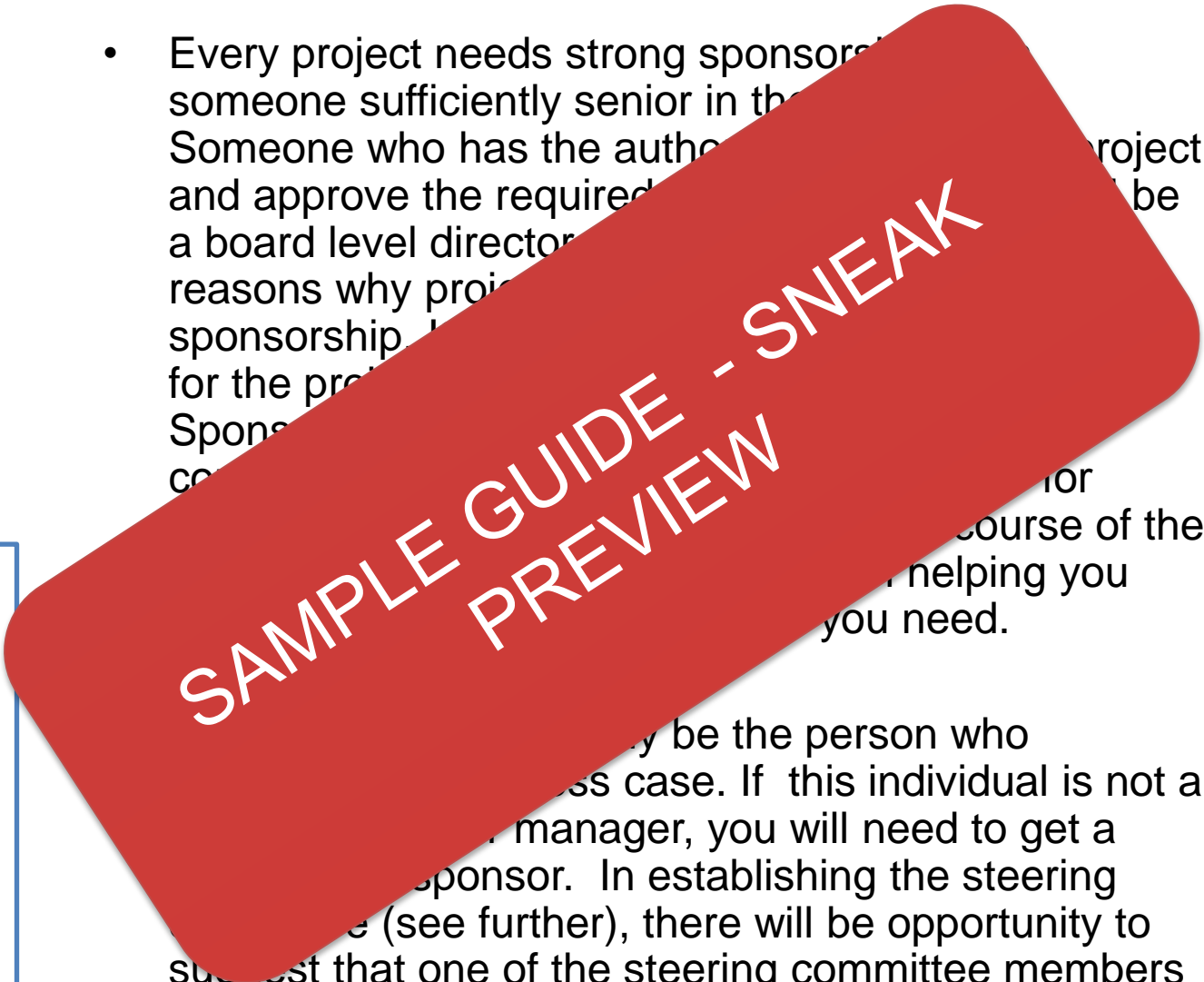
I. Build your Business Case

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## A. Prepare a high Level business case - 1

- Every project needs strong sponsorship from someone sufficiently senior in the organization. Someone who has the authority to fund the project and approve the required resources. This should be a board level director or senior executive. The reasons why project sponsorship is important for the project are: Sponsorship is needed to ensure the project is considered for the project portfolio. Sponsorship is needed to ensure the project is funded for the project. Sponsorship is needed to ensure the project is managed for the project.



**Tool Reference:**  
**Project Charter Template**  
**Project Approval Meeting Template**

... be the person who...  
... business case. If this individual is not a...  
... manager, you will need to get a...  
... sponsor. In establishing the steering...  
... (see further), there will be opportunity to...  
... suggest that one of the steering committee members...  
... becomes the formal sponsor for the Project.

# Want to learn more?

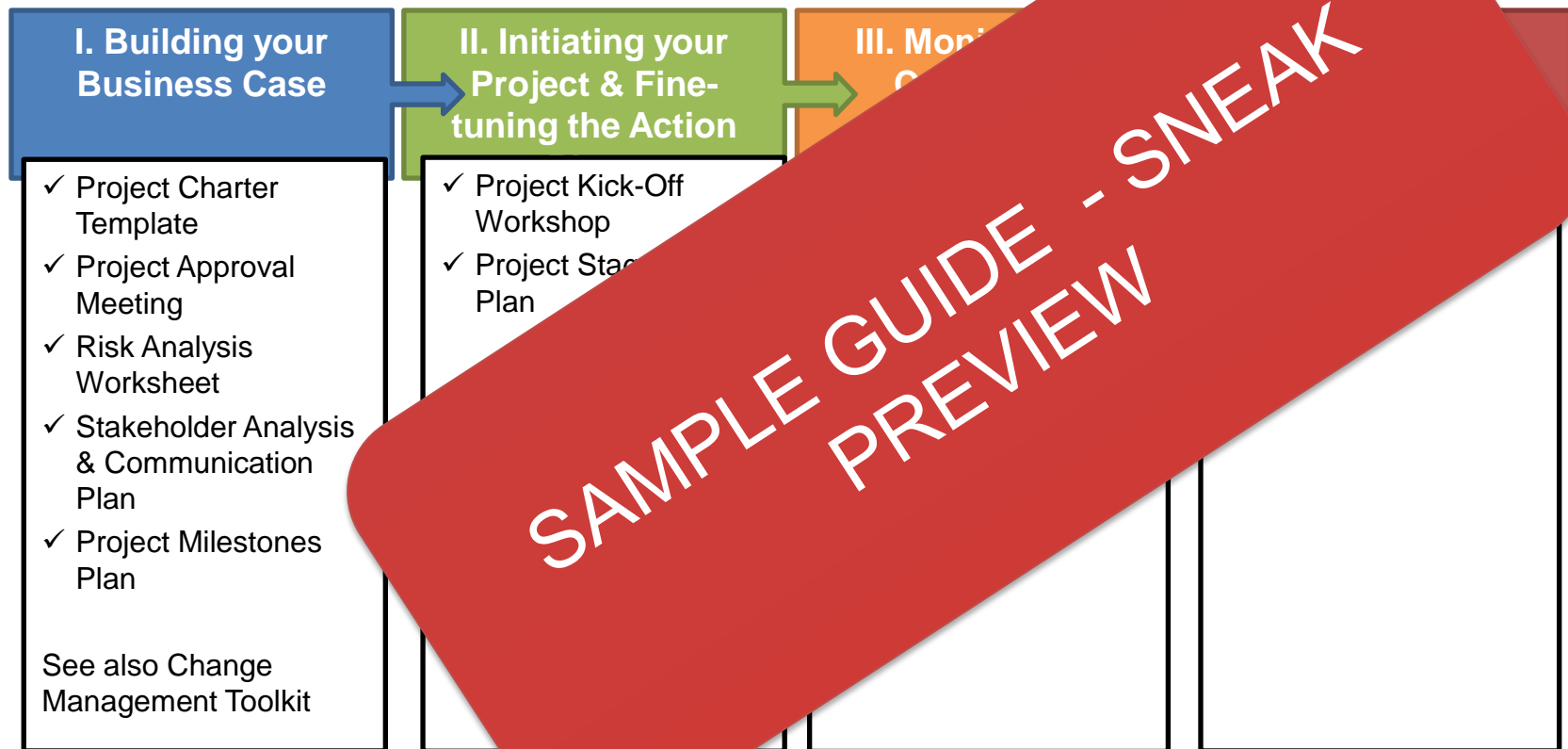
- When you purchase the entire toolkit:
  - you can discover the step-by-step approach at your own pace
  - explore and customize all related tools and templates!

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# HR Project Management – Tools Overview

## *Available tools per step in the process*



# User Terms

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- HRM Strategy Toolkit**: €150
- Change Management Toolkit**: €135
- HR Organization Toolkit**: €100
- Performance Management Toolkit**: €50

Below the shelf is a search bar with the text 'Search for toolkits' and a magnifying glass icon, followed by the word 'or' and a button labeled 'Discover all our products >'. At the bottom, there are four category icons: 'HR Strategy & Planning' (bar chart), 'Organization & Change' (gears), 'HR Management' (hierarchy), and 'Talent & Performance' (magnifying glass).