



Project management

Sustainable and efficient implementation of your plans

Projects are often characterised by a high level of complexity and great time pressures. To implement your projects successfully, i.e. by maintaining the deadlines, costs and quality plans, MAK deems the following success factors to be central:

To consideration of *institutional aspects* serves to create optimum starting conditions for your project. For example, using a clear project definition, efficient organisation and project set-up that meet the requirements. Taking into account *methodological aspects* ensures the targeted and

sustained application of appropriate methodological instruments for managing the project. Through the inclusion of *psychological aspects* the dynamics within your project as well as with the environment, which the success of the project will influence considerably, are taken into account.

MAK and its employees in particular excel due to their many years of experience in project management. We therefore guarantee the inclusion of institutional, methodological and psychological aspects which meet the requirements.

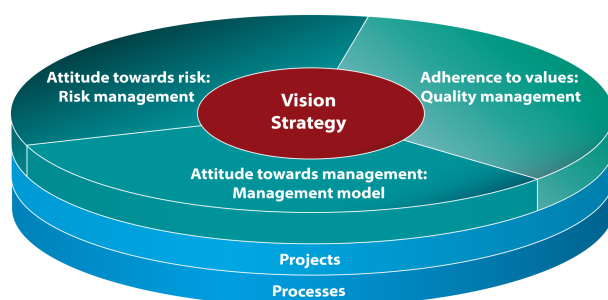
The goal-oriented company model according to MAK

A long-term vision and strategy ensures that all activities coordinated in your company are oriented towards the same objectives.

A clearly-defined attitude to management, risk and value will systematically and lastingly guarantee the operational control of your company – while maintaining high standards.

The project level sees to it that you implement change and innovation guidelines to continuously develop your company. The foundation of your enterprise is represented by its process level because your net value added is guaranteed by the performance process.

Targeted further developments as well as adaptations of the company to current market conditions are required to achieve strategic objectives in today's market environment. Such improvements, changes and innovations are usually analysed and implemented in the form of projects. The effective design of project management is characterised by management, values and risk attitudes. Again, the projects have a direct influence on the company processes. The improvements, changes and innovations implemented are thereby established and experienced through the process in day-to-day business.



Implementation of changes, improvements and innovations

Changes, improvements and innovations in your company are sustainably and efficiently implemented via projects. A project is limited in terms of time, is complex with regard to organisation and expertise and is therefore subject of diverse risks. As each project is unique and new, projects differ to one another in many aspects - whether with regard to the project volume, the complexity or the interdependencies which have to be taken into account. Each project therefore brings new challenges with it. However, all projects have common elements which are essential for achieving the costs, deadlines and quality objectives of the project. MAK considers some of the most important of these elements to be:

- Clear objectives and guidelines
- Consideration of the different interest groups
- Professional project execution taking into account the framework conditions
- The use of suitable methods and aids
- Establishing a high level of credibility for the project
- Building up a clearly structured, flow of information according to requirements
- Monitoring the progress of the project and early recognition of risks

Success factors of project management

For efficient and sustainable project execution, the institutional, methodological and psychological aspects of your project must be considered. According to the project and project phase, the individual aspects have to be emphasised very differently. Sound experience in project management is crucial in order to define and include a project-specific mix of the individual aspects that fits the requirements.



Institutional aspects

The consideration of institutional aspects serves to optimally arrange the starting conditions and the interaction with decision-makers from the beginning.

For the successful execution of your plans, taking into account time, cost and quality guidelines, MAK deems the following institutional aspects to be important:

- Clear project requirements and objectives
- Transparent, clearly defined project orders that are constantly updated
- Clear allocation of tasks and roles within the project team
- Taking into account the relevant committees and institutions as required (meetings / reporting)
- Constitution of the project team as required and the use of an appropriate type of project organisation, taking into account the guidelines of the client

Methodological aspects

For professional and efficient project execution, appropriate methodological and expert knowledge must be applied according to the situation and requirements. This includes the adoption of appropriate methods and aids. MAK will of course use the methodological instruments established in your company effectively and in a targeted way. MAK also deploys other tools as required in order to achieve and implement the project objective sustainably.

For the successful development of your plans, taking into account time, cost and quality guidelines, MAK deems the following institutional aspects to be important:

- Selecting the appropriate procedure model (BWI, HERMES, etc.)
- Unambiguously structured project plan with clearly defined milestones as a basis for monitoring the progress of the project
- Clear obligations via agreement of the objectives with the service providers
- Active change management to ensure sustainable project implementation
- Customised controlling / reporting and risk management for early recognition of possible deviations and risks to the project, as well as the introduction of relevant measures
- Transparent, internal and external communication, depending on the various requirements of interest groups
- Selection and inclusion of appropriate techniques and methods in the problem-solving cycle

Psychological aspects

Convictions, attitudes and adhesion to values by the service provider and interest groups influence the working procedures, cooperation and communications behaviour in your projects. Through the inclusion of psychological aspects, the dynamics in the project team and the environment are taken into account. The internal and external support of your project is thereby guaranteed and the success of the project supported.

For the successful development of your plans, taking into account time, cost and quality guidelines, MAK deems the following psychological aspects to be important:

- Project marketing that is appropriate to the situation and environment
- Ensuring the commitment and motivation of service providers
- Active stakeholder management with open exchange of information

- Anticipation of the diverse personal interests of those involved in the project as well as the introduction of relevant measures
- Coaching of those involved in the project that is appropriate to the situation, in order to achieve the performance objectives

Experiences

Our staff have varied experience in project management. They recognise the specific requirements of a project in their diverse aspects. We thereby ensure that the institutional, methodological and psychological aspects are included to meet the objectives. Depending on the project phase, requirements and situation, the individual aspects must be emphasised differently and taken into account. Even in critical project situations the correct measures are thereby introduced and successful project execution ensured.

MAK has set up its activities as well as its process in accordance with Business Excellence (EFQM). This demonstrates that our project managers regularly take part in internal quality reviews and can therefore also include the experience of other MAK employees accordingly. Moreover, guaranteeing a high level of client satisfaction and the carrying out of periodical client reviews are particularly important to us.

Thanks to our varied experience, we are therefore convinced that we can manage your project effectively, efficiently and sustainably to achieve lasting success.

How can MAK support you?

MAK supports you in all phases - from analysis, design, execution and implementation to monitoring the effectiveness of your project.

To be specific, MAK offers the following services in these areas, which may be tailored to your requirements in a modular format:

- Analysing the background and actualising the objectives
- Project review with well-founded recommendations and possible measures for efficiently achieving your objectives
- Definition of the targeted methodology and the project plans, in conjunction with managers
- Design and implementation of a reporting and controlling system for identification of any project variations
- Design and implementation of project-specific risk management with early warning indicators
- Coordination and implementation of the project
- Definition, implementation and consistent monitoring of necessary additional measures, to ensure the success of your project
- Analysis of the company status and support in change management (removing resistance)

Possible support by MAK:

- Project management
- Support / coaching of your internal project team
- Cooperation / support in your internal project team
- Support by our specialists to complement your internal project team

We offer these types of cooperation in conjunction with the complete execution of a project as well as supporting individual project phases.

Portrait of MAK

MAK Consulting AG is an independent consulting company in the fields of consulting, project management and implementation, as well as operational business support. In its activities and processes, MAK always complies with Business Excellence (EFQM). Thanks to its track record of practical experience and tried-and-tested methodological instruments, MAK makes substantial contributions to the targeted and sustainable further development of companies.

Cooperation with MAK brings tangible results such as

- Improving competitiveness
- Optimising value creation
- Promoting growth
- Effective instruments
- Efficient execution of planning

Are you interested in receiving further information? We will be pleased to answer your questions in an in-person meeting.

Your partner beyond the conception phase



MAK CONSULTING AG
MANAGEMENT • ASSESSMENTS • KNOW-HOW

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