O'DONNELL & Associates

Project Process

Propose → **Launch** → **Conduct** → **Deliver** → **Wrap-up**

- Introduce OD&A and pre-propose
- Create proposal
- Client approval

- Finalize LOA
- Assemble team
- Conduct launch meeting
- Create project plan

- Ensure that plan is executed on time, within budget & according to specs
- Monitor progress
  - Status reports
  - Progress meetings
  - Conference reports
  - Update project plan
  - Track schedule & budgets
- Solve problems
- Control change

- Deliverables in LOA
- Examples:
  - Presentation of Findings
  - Report and Recommendations
  - Strategy Plan
  - Product (master disk, online course)
  - Documentation

- Feedback from client and team
- Client wrap-up meeting
- Files stored
- Internal project review

O'DONNELL
& ASSOCIATES, LLC

The team, the techniques & the tenacity to deliver results