

Phase 2 : Project Systems and Initiation

Overview

No two projects are the same, and will be dependant on the personalities, companies and experience of the people involved. The Project Initiation Service may be required as a result of a 'Project Assessment Report', to deal with the recommendations and requirement raised.

The initial work on a new build or refit is one of the most important stages. The pressure of meeting development deadlines is not on, and all issues to do with the project can be dealt with methodically. This is the time to set down solid foundations for the project to move forward.

Based on experience, some, or all, of the primary project work can be ineffective and seriously lacking at the start of building a yacht and or the refit. These core considerations are required to get the build off to a good start and effectively create a baseline, which can be referred back to at a later date.

The base line data is very important. It captures all of the thinking, costs, designs, schedules, information and scope of the build/refit at the beginning. It must be accepted that, once the project has started, in reality, factors will occur which will put pressure on a new build or refit to deviate from the original plan. Those factors can be better addressed if the base line data is captured and can be referred back to.

Summary

Industry standard project management procedures and documents will be used to plan, cost and initiate the build, creating a base line:

- 1. Define the brief, business case and scope:**
 - Use a standard template document to consistently capture and define the project, including the brief, business case and objectives.
 - Check the most up to date Designers Drawings are on file.
 - Creating a base document against which to evaluate changes.
 - Deal with MCA/ABS quality assurance aspects.
 - Ensures that all those involved are aware of their responsibilities.
- 2. Create or develop a specification:**
 - A full or partial specification may exist. Experience generally demands that this is reorganised to expose those areas not yet costed.
- 3. Set up a configuration system:**
 - This will involve checking the product specification involved with the refit and ensuring that they have a unique definition.
- 4. Ensure that the costings are linked to the specification:**
 - Using the specification as a base, attach the products and sub-contractors quotes, to ensure that the build or refit is systematically costed.
- 5. Ensure that there is a working project plan, in sufficient detail that it can be tracked:**
 - Use project management methods, work with on site staff, and speak to suppliers and sub contractors to establish sufficient detail for the schedule.

- Download our free 'Practical Guide to Project Planning' [Click to Download](#)
- Not quite sure or need some free advice? Ask an Expert [Click to Download](#)
- Look at the pre built yacht project planning tools we have [Click to Download](#)

Phase 2 : Project Systems and Initiation

6. **Enter data into a computer project management package:**
 - Create the total build time, identify interdependent tasks, create a cash flow forecast and verify the project total.
 - Establish the critical path and refine the initial plan.
 - Use package as a baseline which is flexible, can be updated, and transmit files off site. **(Disaster Recovery Precaution)**
7. **Carry out a risk assessment and management:**
 - Using template documents, capture, identify and log the risks to the new build or refit from a project point of view.
 - Take into account likelihood and severity.
8. **Define contingency plans:**
 - Agree a set of contingency plans to deal with the risks which have been identified and logged.
9. **Identify and log issues relating to the project:**
 - Deal with matters that will affect the smooth running of the build.
 - Address the issues that could lead to an increase in the scope of the build.
10. **Create a communications plan:**
 - A communication planning and reporting structure will need to be agreed with those who have a financial interest.

A comprehensive set of initiation documents will be created. Not only will these form the base line for the build, but they will also be of the quality and detail which a bank or interested party will expect to be able to make a decision to proceed.

The beneficial owner or interested party will be fully briefed on the framework of the documentation at a meeting before leaving the UK. They will have the opportunity to convey exactly what information they require. In preparing the Initiation Documents, some, or all, of the recommendations and requirements may well be dealt with in detail.

The time required to prepare the above initiation documents should not be under-estimated and will involve a lot of work. This will require co-ordination between many suppliers, sub contractors, as well as staff, designers and stakeholders in order to get a clear picture of events for preparation of the Plan, Schedule and Budget/Cashflow.

Those on site will need to be educated about the best practices for managing the build or refit. It will involve teaching them, and impressing on them the importance of the organisational structure.

Time

This will depend on the state of the project at the time, how much work has been done, and how organised the preparation has been. The standard time allotted to set up files, prepare documents, schedules, budgets, Cashflow, risk management etc. is Two Weeks. This assumes that the bulk of the specification has been prepared and suppliers have responded with written quotes.

- Download our free 'Practical Guide to Project Planning'
- Not quite sure or need some free advice? Ask an Expert
- Look at the pre built yacht project planning tools we have

[Click to Download](#)
[Click to Download](#)
[Click to Download](#)

Our Fee
£ 3950.00 including
expenses, as terms on
CD.