



Project Management

Whatever your best intentions, it sometimes happens: you need something doing, but haven't got the resources (skills or people) available.

Agencia is used to filling short term capacity issue gaps. Our experienced and knowledgeable team are sensitive to your needs and we are often asked to repeatedly help clients out on different projects, or to fill difficult capacity gaps through recognition that **Agencia is an organisation you can trust to deliver.**

Formed in 1997, **Agencia** has a well-established service offering to organisations, with an excellent track record, on a simple and complex level, which offers crucial support to organisations to assist in their development and growth, and supporting challenging decisions through a range of approaches including **Project Management.**

Agencia can support you in providing short term, "hands on" support to get you through busy times, sustaining core work or testing new areas for you whilst you recruit to positions.

The **Agencia** team is comprised of individuals with a range of expertise including:

- Private and Public business
- Managerial
- Financial
- Clinical

Who can provide a **specialist approach** using a range of recognised skills including:

- **PRINCE2**
- **LEAN Black belts**

Our skilled project leaders will work with you (rather than simply for you), making best use of your in-house resources, and strengthening your own capacity during the process if you so wish.

Our extensive expertise allows us to support you with short term pressures now and in the future on areas such as:

- Project management
- Co-ordinating and supporting more junior staff in project delivery
- Piloting new areas or systems
- HR and Financial processes

Our approach concentrates on the key stages of project management:

- **Initiating** – Clarifying the purpose and objectives and agreeing the critical timescales; recovering the expectations of different stakeholder groups.
- **Planning** – Breaking down the project into its composite tasks, agreeing the key milestones and critical outputs and marshalling resources.
- **Executing** – Leading the project team to ensure that tasks are completed as planned.
- **Controlling** – Meeting key milestones, flexing resources as required and reviewing the plan in the light of experience.
- **Closing** – Acknowledging the results, reviewing the process and creating the final reporting.

To discuss further contact:

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