

## Planning Toolkit – Sponsor Contract Planning Tool

<b>Project:</b>		<b>Project Manager:</b>	
<b>Date:</b>		<b>Page:</b> 1 of 1	
Consultancy stage	Input	Process	Output
<p><b>1. Gaining entry</b></p> <p>Plan to make the most appropriate 'entry' and achieve the aim</p>			<ul style="list-style-type: none"> <li>➤ Understand sponsor perspective and potential issues or concerns</li> <li>➤ Sponsor awareness and understanding of the project</li> <li>➤ Sponsor ready for contracting</li> </ul>
<p><b>2. Contracting</b></p> <p>Plan this stage to ensure that the contract is complete and covers all areas</p>			<ul style="list-style-type: none"> <li>➤ Sponsor agreement on project success criteria</li> <li>➤ Sponsor agreement on stakeholder involvement</li> <li>➤ Communications agreements</li> <li>➤ Confirmed business plan</li> <li>➤ Confirmed contract with Project Manager</li> <li>➤ Complete agreement and understanding on the two-way relationship through all stages of the project</li> </ul>
<p><b>3. Engagement</b></p> <p>Plan this stage and input the plan into the contract</p>			<ul style="list-style-type: none"> <li>➤ Sponsor happy with progress</li> <li>➤ Sponsor support in dealing with stakeholder issues</li> <li>➤ Sponsor understanding of risks/concerns and appropriate support to deal with them</li> <li>➤ An effective and successful working relationship</li> </ul>
<p><b>4. Disengagement</b></p> <p>Plan the disengagement criteria</p>			<ul style="list-style-type: none"> <li>➤ Sponsor confirmed role with customer/end user</li> <li>➤ Project Manager role ended</li> <li>➤ All close-out criteria achieved</li> <li>➤ Effective learning from the relationship</li> </ul>

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