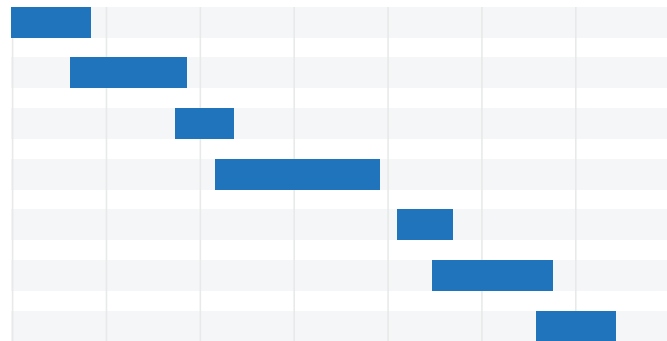# kognitiv

Project Management Services

Our Services

1. Monitor and Tracking of Deliverables
2. Stakeholder Management
3. Project Communication Approach
4. Change Order Management
5. Scope Management
6. Risk Management
7. Issue Management and Escalation Approach

Kognitiv's Approach
to Managing Our Clients' Projects

1 Act Like An Owner

This is a Core Value at Kognitiv, and Kog Project Managers conduct their projects with this at the core of all they do.

2 Communication is Key

Kog Project Managers drive engagement and productivity through constant communication, via the right means.

3 Documentation is Empowerment

Proper documentation is what allows us to empower our clients. This dedication to documentation enables our clients to manage and maintain their system even after the project is completed.

4 Repeated Methodology Founded in Experience

Kog Project Managers and Consultants have lived and breathed Workday®. We've been there, we've done that, and if we haven't, we've got the experience and resources to figure it out.

5 Transparency is Trust

When you Act Like an Owner, you are transparent in all you do, because that way your knowledge and competence is clear, issues and their resolutions surface naturally, and trust is easily established and maintained.

Project Management Services

	Kog PM Support Intended for clients with a strong internal Project Management function who intend to PM the project internally.	Kog PM Partnership Intended for clients who will engage in a shared Project Management experience with a Kognitiv PM.	Kog PM Engagement Intended for clients who may not have an internal PM resource, and/or do not have the capacity or experience to support this project.
Plan & Timeline	▪ Assist Client PM	▪ Prepare plan	▪ Prepare plan
Kick Off Session	▪ Assist if needed	▪ Lead session (optional)	▪ Lead session (optional)
Meeting Cadence		▪ Organize and schedule	▪ Organize and schedule
Status Calls	▪ Attend if needed	▪ Facilitate calls	▪ Facilitate calls
Status Tracking and Reporting	▪ Support Client PM	▪ For Kognitiv owned deliverables	▪ Accountable for Kognitiv owned deliverables ▪ Coordinate completion of client owned deliverables
Architect & Sign Off		▪ Coordinate session(s)	▪ Coordinate session(s) and facilitate sign off
Configuration & Sign Off		▪ Coordinate development	▪ Coordinate development and facilitate sign off
Testing Strategy	▪ Ensures client alignment	▪ Participate in development	▪ Lead the development
Testing Execution & Sign Off			▪ Coordinate client completion and status reporting ▪ Facilitate Sign Off
Defect Identification & Resolution		▪ Coordinate support for defects and accountable for resolution of Kognitiv issues	▪ Accountability for Kognitiv resolution of testing issues
Deployment Strategy	▪ Ensures client alignment	▪ Participate in development	▪ Lead the development
Migration Efforts		▪ Accountable for Kognitiv owned items (if any)	▪ Accountable for Kognitiv owned items (if any)
Cutover Activities		▪ Accountable for Kognitiv owned items (if any)	▪ Accountable for Kognitiv owned items (if any) ▪ Coordinate Client owned items
Transition Plan		▪ Participate in planning	▪ Lead the planning
Open Issue Resolution	▪ Monitor and report status for Kognitiv owned issues	▪ Accountable for Kognitiv owned items (if any)	▪ Lead Stabilization Issue Identification, Escalation, Communication with Kognitiv Consultants
Stabilization			▪ Track and report
Estimated Hours	Approximately <5 hours/week of Kognitiv PM Services*	Approximately 10 hours/week of Kognitiv PM Services*	Approximately 20 hours/week of Kognitiv PM Services*
Change Management	Change Management, Communications and Training services are optional and additional.		

info@kognitivinc.com
617.433.9500

Contact us

Engagement level varies by project phase