

AJC's Project Management Service

Is your team so busy that extra work is constantly put on the back burner? Our Project Management services can help your team organize, align, stay accountable, and execute. We also provide Change Management services to encourage full adoption of your project.

Unlike other firms, we follow a methodology that doesn't require full time billable hours, while still achieving the results you want. Best of all, we'll leave you with all the tools needed to manage your own projects in the future!



Project Scope and Kick Off

We work with your team to get clear on your project direction, and ensure all stakeholders are aligned on success metrics.

- Team Kick-Off
- Project Charter Document
- Team Roles & Responsibilities
- Milestone Schedule
- Risks and High-Level Mitigation

Establish Core Team and Steering Committee

We gather your Core Team to ensure they are ready to move forward. The Steering Committee is established and kept updated on progress.

- Operating Agreement Document
- Meeting Cadence & Agendas
- Escalation Plan
- Vacation Calendar



Execution and Issue Resolution

We manage all details and unexpected issues during the project to keep it on track, while your team focuses on their regular jobs. When you hire an AJC Project Manager, "The Buck Stops Here."

- Core Team Tracker
- Regular Leadership Report Out 1-pager
- Meeting facilitation
- Issue Escalation and Resolution

Hypercare Support

We tackle any issues that arise after project completion before your team takes over for long term ownership.

- Outstanding Issues List handover
- Coaching for company leaders for future issue resolution

