Standard Implementation Methodology (SIM)

High Level Overview of Enhancements for SIM v3.0

Helen Bull
Project Management Practice
January 26, 2015
Agenda

1. Objectives of this Session
2. SIM Timeline
3. Information Channels for SIM
4. Standard Implementation Methodology (SIM) v3.0
5. Future Enhancements
1. Objectives of this Session

- Provide insight into the support being made available for users of SIM
- Provide a high-level view of the enhancements made to SIM 3.0
- Present the roadmap of upcoming enhancements targeted during 2015
2. SIM Timeline

SIM moves to Project Management Practice w/e 1 November 2014
3. Information Channels for SIM

- Today’s session provides a high-level overview of SIM enhancements

- Today’s session will be recorded separately and released

- The Project Management Practice will offer deep-dive sessions to SIM users
  - For participation in deep dive sessions please direct your requests to your respective PMO Lead
  - PMO Lead contact names are included at the end of this presentation

- Collaboration with the Philips University will deliver formalized SIM training

- All future enhancements made to SIM will be delivered to users via webcast and/or other media

- The BT PMO is launching Clarity™ providing a linking pin to SIM
4. Enhancements Applied to SIM – 1 of 2

Controls:
- Added bespoke approval document at each Stage Gate
- Introduced missing ‘Monitoring & Controlling’ section

PMBOK Alignments:
- Incorporated PMBOK naming conventions to Phases
- Introduced missing ‘Knowledge’ components
- Introduced an ‘Initiating’ gate to project flow

Governance:
- Setup new SIM User Representatives forum (monthly)
- Increased cycle of SIM Content Owners forum (quarterly to monthly)
Enhancements Applied to SIM – 2 of 2

Ease of Use:
• Refined all Activity Cards to a more leaner look
• Reduced number of Activity Cards/tasks
• Moved deliverables from Stage Gate to Phase
• Introduced a split screen within SIM phases to provide transparency on deliverable and owner
• Launching Deep Dive sessions for SIM users
• Included point person for each Activity Card in SIM site
• SIM mailbox created for users

Support Office:
• Introduced new ‘Project Manager’s Toolkit’ to include:
  • MSP template for Programs and Projects
  • Status Report template
SIM Visual v3.0 – 1 of 2

Valid today

Additions

Control Deliverable

Pre-study (Initiating)

Setup program (Planning)

Lead Deployment Projects

Executing

Program

Deliverables

Mass Deployment

Deliverables

Initiating

Setup project (Planning)

Design

Build & Test

Execute (implement)

Close project

Monitoring and Controlling

Start Here if you are running an End2End Deployment program underpinned by multiple projects

For training on the SIM please contact simsupport@philips.com

Start Here if you are running a single project

Pre-study (Initiating)

Deliverables

Control Deliverable

Valid today

Additions
Content in SIM v3.0: Initiating Project

**PMBOK Deliverables**
(These deliverables are targeted to the Program Manager)

1. Project Charter
2. Identify Stakeholders

**Activity card owner**

Project Management Practice (simsupport@philips.com)
Change Management Practice (rene.pot@philips.com)

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**PE OP* Deliverables**
(These deliverables are targeted to the respective PE OP Lead/Contact in the Program)

None in this phase

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* PE OP – Philips Excellence Operating Principles
# Project Charter – Activity Card

## Project Charter

<table>
<thead>
<tr>
<th>Objective / Purpose</th>
<th>The key objective of the Project Charter is to formally authorize the Project and provides the assigned project manager with the authority to apply organizational resources to project activities. The key benefits from a Project Charter are; a well defined project start, creation of a formal record of the project, and a direct way for the Project Steering Committee to formally accept and commit to the project.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Completion is the Responsibility of</td>
<td>Project Sponsor or designated Project Manager</td>
</tr>
</tbody>
</table>
| Inputs Required     | • Business Case  
                      | • Historical information / Lessons Learned |
| Output              | • Project Charter |
| Applicability       | Small Project | Medium Project | Large Project |
| (Mandatory or Optional) | Mandatory | Mandatory | Mandatory |
| *Refer note in Objective | |
| Template            | | | |
|                     | Completed Template (example only) | Pending |
| Activity Card Owner to Direct your Questions | Project Management Practice  
simsupport@philips.com |
SIM Visual v3.0 – 1 of 2

Start Here if you are running an End2End Deployment program underpinned by multiple projects.

For training on the SIM please contact simsupport@philips.com.

Start Here if you are running a single project.

Valid today

Additions

Pre-study (Initiating)

Setup program (Planning)

Lead Deployment Projects

Executing

Monitoring and Controlling

Mass Deployment

Control Deliverable

Deliverables

Initiating

Project

Program

Pre-study (Initiating)

Setup project (Planning)

A

Design

A1

Build & Test

B

Execute (implement)

Close project

Control Deliverable

Deliverables
Content in SIM v3.0: Stage Gate AA

Pre-study (Initiating Project)

**Control Deliverable**
Stage Gate AA Approval Document

**Activity card owner**
Project Management Practice (simsupport@philips.com)
Stage Gate Approval Process – Changes Applied

• Starting 2015, all BT End2End Deployment Programs and Projects should identify the budgets required per Stage Gates based on AOP approved budget

• Every Program and Project should go through successful Stage Gate Approval before the budget is released for the next Stage gate

• At Program Level, Process Steerco and at Project Level, Program Board is responsible to provide Stage Gate Approvals

• As a result, the following key changes are introduced to the Stage Gate Approval Document
  • Program / Project Financials Data
  • Top 3 Outstanding Risks
  • Budget Required for Next Stage Gate
  • Overall Program / Project RAG Status with status overview
  • List of completed deliverables for this Phase with acknowledgement by PE-OP

• It is important to provide adequate visibility on the Program / Project performance to the Process Steerco / Program Board before they sign-off the Stage Gate
SIM Visual v3.0 – 1 of 2

Valid today
Additions

Start Here if you are running an End2End Deployment program underpinned by multiple projects

For training on the SIM please contact simsupport@philips.com

Start Here if you are running a single project

Initiating

Pre-study (Initiating)

Setup program (Planning)

Lead Deployment Projects

Executing

Control Deliverable

Deliverables

Program

Deliverables

Project

Monitoring and Controlling

Mass Deployment
Content in SIM v3.0: Set-up Project (Planning)

**PMBOK Deliverables**
(These deliverables are targeted to the Project Manager)

1. Project Management Plan
   - Activity card owner: Project Management Practice (simsupport@philips.com)

The following subsidiary plans can be separate documents or can be included in a chapter or annex in the Project Management Plan, as appropriate:

   a. Scope Management Plan
   b. Time (Schedule) Management Plan
   c. Cost Management Plan
   d. Quality Management Plan
   e. HR Management Plan
   f. Communication Management Plan (incl. Change)
   g. Risk Management Plan
   h. Procurement Management Plan
   i. Stakeholder Management Plan

   Note. Please refer PM Toolkit for links to Risk

**PE OP* Deliverables**
(These deliverables are targeted to the respective PE OP Lead/Contact in the Project)

2. Design Performance Operating System
   - Activity card owner: Performance Management (performance.management@philips.com)

3. Define EIM Project Scope
   - Activity card owner: EIM (willem.albers@philips.com)

4. Approved Non-Q&R Compliance Plan
   - Activity card owner: Compliance (cedric.silvestre@philips.com)

5. Q&R Project QMS Transition Plan Approved
   - Activity card owner: Q&R (pierre.heuvelmans@philips.com)

6. Reinforcing Mindsets & Behaviors
   - Activity card owner: People & Culture (santosh.sinha@philips.com)

7. IT Project Setup & Requirements
   - Activity card owner: IT (Patrick.van.breda@philips.com)

* PE OP – Philips Excellence Operating Principles
Content in SIM v3.0: Project Manager’s Toolkit

**Toolkit Deliverables**

1. E2E Deployment Governance presentation
2. Program Planning Template MSP
3. Project Planning Template MSP
4. Status Reporting Template (pending)

**Activity card owner**

- Project Management Practice (simsupport@philips.com)
- Project Management Practice (simsupport@philips.com)
- Project Management Practice (simsupport@philips.com)
- BT PMO (vikram.srivastava@philips.com)
### Content in SIM v3.0: Monitoring & Controlling

#### Control Deliverables
- Change Control Process (pending)
- Risk Management

#### Activity card owner
- Project Management Practice (simsupport@philips.com)
- BT PMO (cas, theron@philips.com)
## 5. Future Enhancements

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Start</th>
<th>Go Live</th>
<th>Content Placeholders</th>
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</table>
| SIM 3.0 Release 2  | 1 February  | 31 March     | • Continued Review of Activity Cards  
• Inclusion of change controls within ‘Monitor & Control’  
• Create SIM Glossary  
• Improve Governance overview  
• Continue improvements in MSP Gantt Charts  
• Include an example of each completed deliverable  
• Deliver Visio of SIM process flows  
• Review inclusion of lead time for document delivery  
• Greater emphasis on Project Management Plan content  
• Align SIM to PBS  
• Introduce project sizing criteria  
• Collaborate with Philips University to formalise SIM Training  
• Clarify journey from Lead Deployment to Mass Deployment |
| SIM 3.0 Release 3  | 1 April     | 30 June      | • Continued Review of Activity Cards  
• Refine Flow between Project Gates B & C and E & F  
• Explore inclusion of Earned Value  
• Key performance indicators  
• Link SIM to Agile  
• Include the Domain of Continuous Improvement in SIM i.e. LEAN etc.  
• Inclusion of RACI Matrices |
| SIM 3.0 Release 4  | 1 July      | 30 September | TBD                                                                                   |
| SIM 3.0 Release 5  | 1 October   | 30 December  | TBD                                                                                   |
## SIM Content Owners

<table>
<thead>
<tr>
<th>Philips Excellence Practice</th>
<th>SIM content domains</th>
<th>Contact</th>
<th>or ...</th>
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<tbody>
<tr>
<td>Structure &amp; Governance</td>
<td>Structure &amp; Governance</td>
<td>Marcel Weersink</td>
<td>Erik Walschots</td>
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<tr>
<td>Process Management</td>
<td>Process</td>
<td>Frits Wiegel</td>
<td>Dagmara van Drielen</td>
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<td></td>
<td>Data (EIM)</td>
<td>Willem Albers</td>
<td>Rohit Anand</td>
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<td></td>
<td>IT</td>
<td>Anosh Thakkar</td>
<td>Patrick van Breda</td>
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<td></td>
<td>Compliance</td>
<td>Cedric Silvestre</td>
<td>Ronald van der Gijp</td>
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<td></td>
<td>Q&amp;R</td>
<td>Dan Donnelly</td>
<td>Pierre Heuvelmans</td>
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<td>Performance &amp; Rewards</td>
<td>Jan Boersema</td>
<td>Ernesto Diaz</td>
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<tr>
<td>Change Management</td>
<td>People &amp; Culture</td>
<td>Petros Oratis</td>
<td>Santosh Sinha</td>
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<tr>
<td></td>
<td>Change Management</td>
<td>Thomas Swaak</td>
<td>René Pot</td>
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<td>Santosh Sinha</td>
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<td>Change Management</td>
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<td>Helen Bull</td>
<td>Hari Prasad Ragothaman</td>
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<td>Continuous Improvement</td>
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<td>Simon Wright</td>
<td>René Huijben</td>
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<td></td>
<td>Philips University</td>
<td>Stefaan van Hooydonk</td>
<td>Tim Smits</td>
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<td></td>
<td>Philips University</td>
<td>Stefaan van Hooydonk</td>
<td>Raoul Bonnet</td>
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## SIM User Representatives

<table>
<thead>
<tr>
<th>Portfolio</th>
<th>GBPO</th>
<th>Portfolio Manager</th>
<th>Lead PMO – SIM User Representative</th>
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<tr>
<td><strong>Value Chains:</strong></td>
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<tr>
<td>I2M</td>
<td>Karl Tilkorn</td>
<td>Aart van Gorkum</td>
<td>Susanne Koopmans-Schilderman</td>
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<tr>
<td>M2O</td>
<td>Wim van Gils</td>
<td>Lazar Detchev</td>
<td>Madhav Dhasmana</td>
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<tr>
<td>O2C</td>
<td>Hylke de Cock</td>
<td>Jan van Loon</td>
<td>Martijn van Grootel</td>
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<td><strong>Enabling Functions:</strong></td>
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<tr>
<td>Audit &amp; Regulatory</td>
<td>Venky Gopalaswamy</td>
<td>Venky Gopalaswamy</td>
<td>Vahid Kharidar / Mitchel Hersilia</td>
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<td>Finance</td>
<td>Marc Toebes</td>
<td>Marc Toebes</td>
<td>Willem Dams</td>
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<td>HR</td>
<td>Klaasjan Holwerda</td>
<td>Christoph Bonert</td>
<td>Sharon Sequiera</td>
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<td>IT/PIL</td>
<td>Steve Olive</td>
<td>Steve Olive</td>
<td>Minesh Chauhan</td>
</tr>
<tr>
<td>Procurement</td>
<td>Markus Keil</td>
<td>Markus Keil</td>
<td>Hans Scheuermann</td>
</tr>
</tbody>
</table>
simsupport@philips.com