



Infrastructure
and Projects
Authority

Overview of the **Project Set Up Toolkit**

Setting up projects for success

Projects that focus enough attention on the early phases of development are more likely to deliver the intended benefits, at pace. In collaboration with our community, the IPA has developed an integrated suite of tools to support project set-up:

- **Project / Programme Outcome Profile** - focuses on *why* the project should be delivered;
- **Opportunity Framing** - focuses on *what* the project will deliver; and
- **Project Routemap** - focuses on *how* the project will be delivered.

Applying these tools to more of our projects - at the right phase in their life cycles - will be another step towards realising our ambition of world-class delivery.



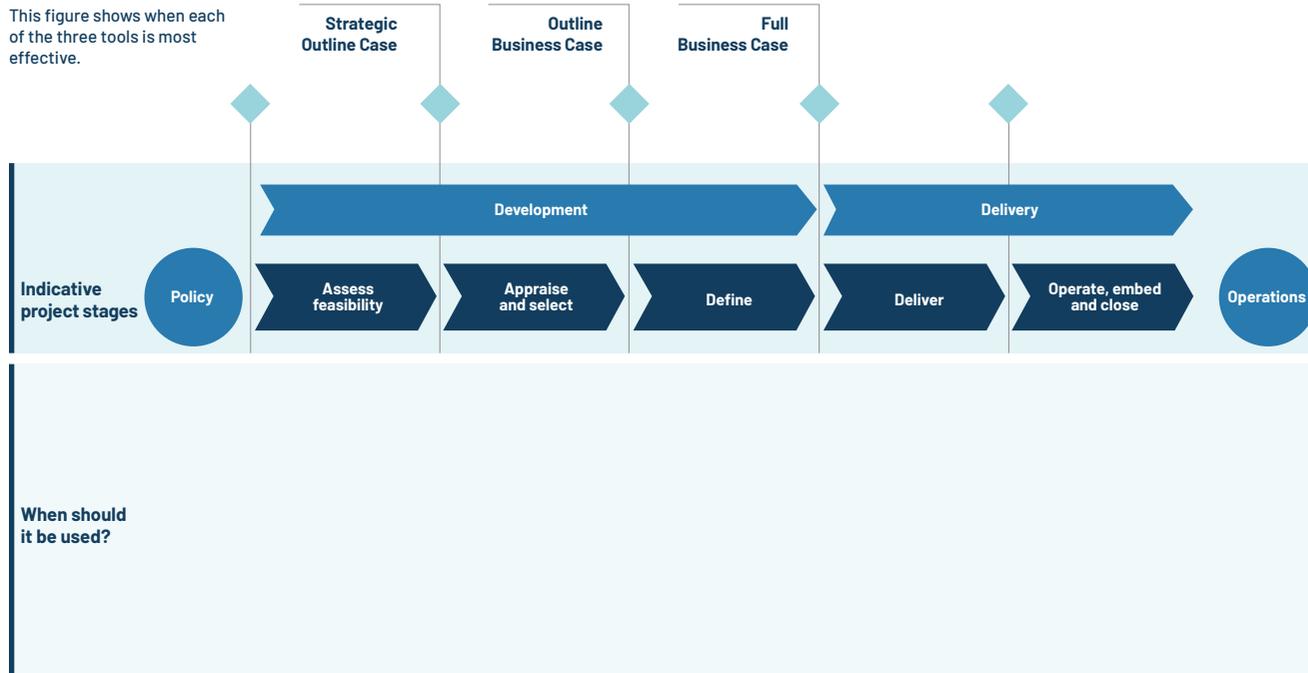
Project Set Up Toolkit



Note, these three tools are equally applicable to both projects and programmes. Much of the best practice and lessons learned contained in the Project Routemap modules is also relevant for portfolios.

Project Set Up Toolkit

This figure shows when each of the three tools is most effective.



Which tool is right for my project now?

These tools deliver most value when applied early in the project life cycle. They each support different elements of project set up.

Project / Programme Outcome Profile is best completed before Opportunity Framing. Together, these tools establish the value of a potential project and its alignment to government priority outcomes. Once you have consensus on 'what' you are delivering and 'why', you can move on to 'how', using Project Routemap to establish the capabilities needed to deliver successfully.

Project / Programme Outcome Profile and Opportunity Framing are recommended for all government projects. Project Routemap is recommended for government projects that are novel or complex.

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Project / Programme Outcome Profile



Opportunity Framing



Project Routemap

¹If you expect you may need to call upon consultants, it's helpful to include the capability to facilitate Routemap applications in the specification for procuring development / delivery partners.

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Project / Programme Outcome Profile



Opportunity Framing



Project Routemap

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Project / Programme Outcome Profile

Cat Little, Director General, Public Spending at HM Treasury, says

“ It is critical that projects and programmes establish and evidence a clear golden thread, from government priorities to the development of strategies and business cases. ”

Matt Harrison, Former Deputy Director for Social Housing Decarbonisation Fund, BEIS, says using POP helped by

“ Providing a robust analysis of our government stakeholders and priority outcomes, identifying links we had not previously considered, which has influenced our governance and strengthened our strategic case. ”



Opportunity Framing

Chris Gray, Deputy Director, Energy and Security, BEIS, says

“ The opportunity framing workshop helped us to quickly set shared objectives across the department and Whitehall, and to build consensus on our broad approach. It achieved a level of agreement that would normally have taken months, and created a real sense of common cause behind the project. ”

Rod Kentish, Deputy Director Cross Government Transformation Programmes, IPA, says

“ Two full days is a big investment of time but it's definitely worthwhile. Finding out where you're not aligned is invaluable and developing the relationships so these issues can get tackled constructively is extremely helpful. ”



Project Routemap

Karina Singh, Director, Function, Profession and Standards, IPA, says

“ Routemap provides a structured approach to thinking right from the outset of a project. It is a very collaborative tool, helping you get under the skin of challenging problems during the early stages of development. ”

David Ingham, International Senior Transport Advisor, World Bank, says

“ It greatly helped to clarify issues that, if left unaddressed, were likely to delay implementation. In this respect, Routemap has substantially assisted timely project implementation and was excellent value for money. ”