

# [bu:st]

Every crisis presents its own hurdles, during a pandemic, ability to continue effective collaboration is put to the test. You must enable continuous team cohesion and improve communication.

[bu:st] – The Project Specialists

# ENABLING

## Adapt stakeholder management and communication

### CHALLENGE :

Active, transparent and consistent participation, as well as inclusion and communication with partners and employees.

### Our Approach:

One of the most important success factors of complex projects is individual and professional stakeholder management. It is essential to gain an overview of the stakeholder groups affected by the project. This enables you to assess the impact of the project on the various stakeholders and the impact of the stakeholders on the projects.

### Our Services:

- List all stakeholders that affect or are affected by the project
- Estimate of how strong the impact of the stakeholders on the project is
- Estimate of the impact of the project on the respective stakeholder
- Define actions and responsible persons



# ENABLING

## Enable teams to collaborate virtually

### CHALLENGE :

Enable virtual collaboration within teams so that they can work 100% remotely in unexpected situations

### Our Approach:

Create transparency to help explore the given situation. Increase communication with associates to better recognize and understand abnormal working situations. Find a working rhythm to create structure and security while working remotely.

### Our Services:

Experience in project management under difficult circumstances - approach summarized in 12 steps, how to continue to manage projects successfully and remotely, e.g.

- Encourage self-organization
- Ensure communication skills of all project team members
- Consider checklists for online meetings
- Ensure commitment of each individual to assigned work packages
- Promote culture and atmosphere
- Use communication and collaboration tools correctly
- Delegate tasks correctly



# ENABLING

## Introduce collaboration tools

### CHALLENGE :

Enable digital, clear and efficient collaboration using a collaboration tool.

### Our Approach:

A tool for collaborative work must cover a wide range of requirements. In order to make the collaboration as clear and efficient as possible, tools from different providers can be used. The boundaries between task management, project management and collaboration tools are fluid.

We not only have an overview and evaluation of different tools, but also best practice examples from our customers and our own experience.

### Our Services:

- Select an individual, digital collaboration solution (e.g. Microsoft Teams & Planner, OneNote, Atlassian Jira & Confluence, Slack,...)
- Support with the ideal configuration
- Empower and train employees in the use of the tool (e.g. working in files simultaneously)
- Define rules including communication guidelines



# ENABLING

## Conduct events and workshops online

### CHALLENGE :

Conduct workshops and events online to solve problems together.

### Our Approach:

A decisive success factor for workshops is the personal interaction of the participants. But what do you do if face-to-face workshops are not an option? Structured preparation and interactive implementation are key enablers for online meetings, as they are for in-person meetings.

### Our Services:

- Clearly formulate goals for the remote workshop
- Compose the group and consider interpersonal aspects
- Balance between action and break through structured and conscientious preparation and follow-up
- Goal-oriented use of workshop methods adapted to the situation



# Our services for coping with operational challenges during and after COVID-19

## Enabling

- Adapt stakeholder management and communication
- Enable teams to virtually collaborate
- Conduct online events
- Introduce collaboration tools

## Stabilization

- Provide interim project managers and capacity
- Set up a Project Management Office
- Introduce task force structures and processes
- Set up appointment scenarios and optimize resources

## Structuring

- Encourage self-management
- Refine structures, mindset and culture
- Introduce opportunity and risk management
- Assist in welcoming change and transformation to your organization

## Optimization

- Identify and reduce waste
- Conduct cost-down and optimization workshops
- Optimize parts management and supplier portfolio
- Shorten reporting time and set up for making decisions



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# Contact

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