



# Project Management Services



SHI’s Project Management Services provide an experienced project manager (PM) to successfully execute and manage your organization’s technology initiatives regardless of scope or complexity. Tailored to your unique business needs, our PMs support all aspects of formal PMI Methodology and Principles – from “initiating” through “closing.”

**Dedicated project management – from start to finish.**

### Resourcing

Your PM manages all resourcing for the project, including:

- Identifying and scheduling resources (internal and 3rd party)
- Confirming and tracking materials and equipment

### Meeting Coordination

As your main point of contact, your PM provides documented minutes for the following meetings:

- Project kickoff
- Regular scheduled status calls/meetings
- Project close
- Lessons and ongoing best practices

### Status Reporting

Your PM provides timely status on deliverables, including:

- Project plans
- Status reports
- Executive summary reports
- Issues list

### Time, Budget, and Quality Management

We ensure your project remains on schedule and within budget while fulfilling your expectations.

### Mitigate and Minimize Risk

Your PM oversees the entire project to:

- Track identified risks
- Identify new risks
- Evaluate risk process effectiveness
- Communicate and execute change orders

### Project Management Services Benefits

- Faster and better ROI
- Improved customer satisfaction
- Strategic goals support
- Flexibility and customization
- Increased productivity

### Billing and Back-End Accounting

We work with SHI Accounting to ensure all 3rd party invoices are correct and processed efficiently.

### Customer Satisfaction/ Central Liaison

We ensure all work on the SOW is completed to your satisfaction. Your PM works with you to resolve any issues and escalate internally if needed.

For more information on SHI’s Project Management Services, please contact your **SHI Account Executive** today.

SHI International Corp. \ \ SHI.com \ \ 888-764-8888

