

## Project Management

The demands posed by complex tasks that need to be mastered within tight budgets and in the shortest possible time are on the increase in virtually all sectors of the economy. Project management is a proven strategy by which these challenges can be overcome.

Professionally organised projects guarantee a clear mitigation of economic risk. Clear goals and detailed advance planning, committed cooperation with internal and external partners and consistent follow-up to ensure successful implementation ensure transparency and maximum reliability and quality. Projects progress more smoothly as a result, saving time, costs and stress.

With scout P. I support a wide range of organisations in planning and implementing complex technical and strategic projects. Independent moderation by a skilled and socially competent person who stays on top of activities is decisive to the success of a project.

My customers largely comprise medium-sized and large organisations in the political and business sector.

### **Interim Management**

As your Interim Manager, I plan and organise actual projects within their specific operational environment and realise them together with in-house staff. The planning phase requires an objective, methodical analyst, followed by implementation, which is primarily a managerial function.

### **Consultancy**

As your Coach or Trainer, I teach in-house staff basic project management techniques and use seminars and practical workshops to mould them into experienced project teams. Competence in the organisation and control of projects is developed in this way and also the general understanding that complex correlations can be resolved in, and with the support of, project teams in a results-oriented way.

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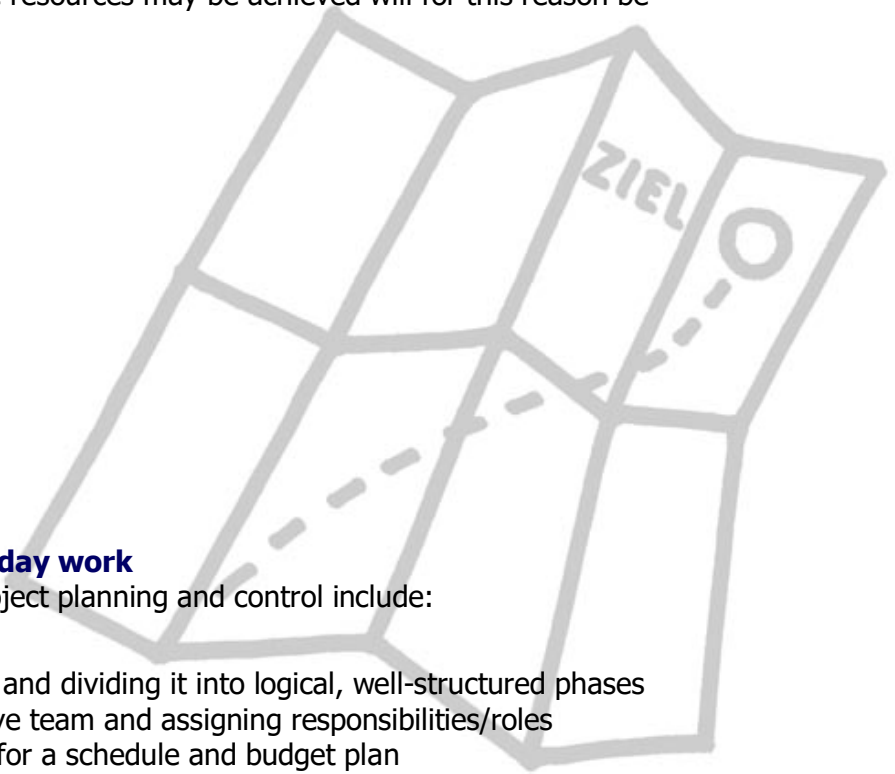


### Definition

Project management is the organisation of objectives for the future.  
Or, more precisely: the total of all planning, managing and control activities undertaken towards the structured completion of complex tasks.

Projects are fundamentally different from routine activities. They are based on clearly definable goals that have not yet been realised in this way in the relevant field. They therefore possess a certain uniqueness and their realisation is not without risk. The objective will always include mastering a challenge under constraints of time, money and staff.

Projects may often comprise several layers. A single person alone would be unable to achieve all the objectives. The effort of creating a temporary organisational framework within which the expertise of different people and the deployment of suitable resources may be achieved will for this reason be advantageous.



### Elements of day-to-day work

Typical activities in project planning and control include:

- Defining objectives
- Structuring a project and dividing it into logical, well-structured phases
- Setting up an effective team and assigning responsibilities/roles
- Creating a database for a schedule and budget plan
- Drawing up specifications
- Managing and supervising projects with personal commitment and using simple, standard software tools  
(structural and project plan, status report, list of pending actions)
- Setting milestones and making decisions in good time
- Regular updating of files  
(for immediate detection of target/actual discrepancies)
- Solving identified stumbling blocks with expertise and human sensitivity  
(finding compromises between quality, scheduling and costs)
- Ensuring optimal project status transparency at all times
- Documenting project progress (management info)
- Holding ad-hoc workshops and seminars

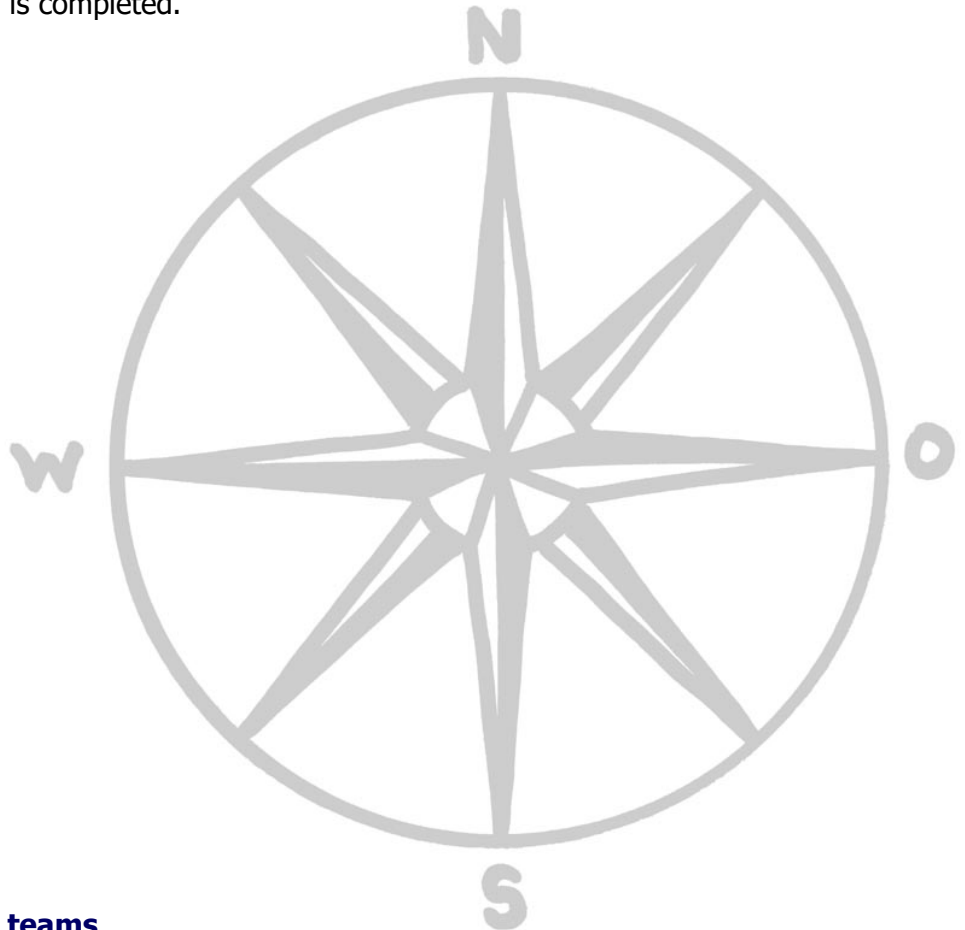
### **Philosophy**

The name "scout P." relates to the work I do. I consider myself a personal "scout", supporting my customers in their everyday professional projects - with flair, expertise and experience. The "P." stands for Project support.

In my role as a "scout" I define the objectives together with my customers, explore the terrain before mapping out suitable routes to take and finally blazing a trail together through the jungle.

As a troubleshooter, moderator and trainer I help customers find their own solutions.

I analyse, advise, recommend, guide and retain co-responsibility until implementation is completed.



### **Working with teams**

Outstanding performance is achieved through teamwork.

I am pleased to enlist the support of experts when it comes to competently managing complex tasks.

My relationship with partners and customers must be trusting, fair and predictable. I value clear statements, intensive dialogue and cooperative implementation very highly.

All the parties involved are integrated in ongoing processes. This promotes identification and ensures continuity in the long term.

## **Vitae**

born in Gütersloh in 1962

General university entrance qualification,  
majoring in economics

Technical University and  
University of Applied Sciences of Munich  
Degree course "Automotive technology",  
with car body design and industrial product design



Audi AG, Ingolstadt

- Trainee in car body development, product design and sales
- Equipment/fittings design
- product marketing Audi A8 with deployment in the USA
- overall vehicle technical approval Audi A8

Westfalia-Werke GmbH & Co., Rheda-Wiedenbrück

- Head of "Caravan" division
- Managing director at "Columbus GmbH & Co."

Own business as a freelancer since 1999

## **Customer Examples**

- AEG Power Solutions GmbH, Belecke (Power electronics)
- Bertelsmann Stiftung, Gütersloh
- CLAAS KGaA mbH, Harsewinkel (Harvesting technology)
- Evangelische Landeskirche von Westfalen
- Güth & Wolf GmbH, Gütersloh (Ribbon weaving)
- HBPO GmbH, Lippstadt (Frontend modules)
- Hella KGaA Hueck & Co., Lippstadt (Headlights & electronic systems for cars)
- Hettich Heinze GmbH & Co. KG, Spenge (Furniture fittings)
- Industrie- und Handelskammer Bielefeld
- Kreisverwaltung und Kreishandwerkerschaft Gütersloh
- Miele & Cie. KG, Gütersloh (Domestic appliances & kitchens)
- Phoenix Contact GmbH & Co. KG, Blomberg (Electronic components)
- Pokolm Frästechnik GmbH & Co. KG, Harsewinkel (Milling tools)
- Venjakob Maschinenbau GmbH & Co. KG, Rheda-Wiedenbrück
- Westfalia-Automotive GmbH, Rheda-Wiedenbrück (Towbars)

## **Project Examples**

- Support for technical development projects for products with high quality and design aspirations
- Reducing number of product variants through modular design
- Innovation promotion and management
- Process development team workshops
- Organisational structure and procedure consultancy
- Target and mission statement definitions/Corporate identity