



# geoff reiss

**Geoff Reiss M.Phil, B.Sc., FAPM** A world expert on project and programme management now offering an independent, confidential and specialist mentoring service

**Mentoring is... "off-line help by one person to another in making significant transitions in knowledge, work or thinking"**

Clutterbuck, D & Megginson, D,  
Mentoring Executives and Directors (1999)

A programme management mentor is an expert who confidentially supports an individual, a programme or project team.

Many very capable managers find establishing and running programmes and projects to be a critical transition from their normal roles. New procedures demanded by governance directives plus unfamiliar tools and techniques, are often faced during the critical programme initiation phase of the programme life cycle. Many organisations under-estimate the size of these challenges.

Programme and project managers, sponsors, change managers, senior responsible owners, project and programme board members face these challenges.

It is at these points that an expert mentor can commonly offer tremendous advantages.

Expert mentoring can help:

- A capable manager adjusting to a new role as Programme Manager, Project Manager, SRO or Sponsor
- As a non-executive member of a programme and project board
- By reducing risk
- By rapid capability transfer

Whilst formal training can go some way to addressing these issues, it is rarely be specific or timely to the individual's circumstances.

A mentor guarantees confidentiality and will strive to reduce risks for the project, programme and especially for the person being mentored. A mentor is 100% supportive and able to apply best practice techniques.

**"Most importantly, [mentors] have the generosity of spirit to share their hard-earned knowledge and experience, and the communication skills that are a mentor's trademark."**

Business exchange

### A mentor can help in these ways

- Concentrated help through programme or projects set up or recovery
- Regular sessions during programme or project initiation
- Expert input and guidance to programme and project boards
- Project and programme documentation including: business case, blueprints, benefits identification, benefits breakdown structures, project plans, budgets, stakeholder analysis, risk registers...
- Methodology development
- Programme office development

### Mentoring can be provided in the following ways:

- face-to-face, one on one
- as an expert member of a project or programme board
- by intermittent or regular telephone support
- by email and collaborative website
- document checking and validation
- through capability transfer

### The benefits of having an expert mentor are:

- Rapid transition to best practice familiarity
- Highly professional, best practice documentation
- Highly professional decision making
- Best practice input
- Efficient, 100% relevant and confidential
- Knowledge transfer
- Risk reduction
- Governance
- Increased confidence
- Access to a wealth of business knowledge and experience from someone who's been there, seen it, and done it
- Sharing experience and getting one to one feedback at critical stages in your business development and programme life cycle
- A valuable source of contacts and networking opportunities
- Overcoming issues and blockages
- Career development

### Remember mentoring is:

- Confidential and 100% supportive
- Motivated to your success
- Disconnected from the organisation's political arena.
- Designed to reduce corporate and personal risk
- Designed for speedy capability transfer.

Contact **Geoff Reiss**  
**geoffreiss@geoffreiss.com**  
**07711 018522**



## accreditation

Geoff Reiss has focused throughout his 30 year career on project and programme management.

He is a Fellow of the Association for Project Management and Chairman of ProgM, the Association for Project Management/British Computer Society Specific Interest Group in Programme Management.

He has a master's degree in project management.

Reiss sat on the UK government's review panels for the first and second edition of *Managing Successful Programmes*. He was a subject matter expert

on the Project Management Institute's Program and Project Portfolio Management Standards. He sits on the Association for Project Management's programme management qualification programme board and judges the annual programme of the year award.

He has worked with a wide range of major organisation to improve their ability to deliver projects successfully including Lloyds of London; Serco, Standard Chartered, Fortis and Barclays Banks and CitiCorp; British Aerospace; Barco, Panasonic and

many, many others.

He has conceived, designed, developed and marketed four significant software products.

He has written four significant books: *Project Management Demystified* (two editions, 15 reprints) and *Programme Management Demystified* have become two of Britain's best selling books in their topics. *One Project Too Many*, jointly authored with Geoff Leigh, was published in August 2004. He led the six man author team for *The Gower Handbook of Programme Management*.