

Avoira Project Management



avoira



Fluent in technology

Over nearly five decades we've become fluent in a range of complementary technologies that empower our clients to enhance their communication, productivity and service delivery.

We couple our technological articulacy with an impartial, expert consultancy service, ensuring that our client needs are always at the heart of every solution we deliver.

We're unique in designing, delivering, supporting and managing highly sophisticated and effective solutions that harness our varied specialisms and cutting-edge technologies.

These include everything from two-way radio systems, through to cutting-edge unified communications platforms, tariff-free internet-enabled telephony and potent AI-powered Customer Experience (CX) software.



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Working for you. Working with you.



Certificate Number #00386
ISO9001:2015
ISO14001:2015
ISO45001:2018
ISO27001:2022

As well as working for, we work with our clients. We build strong, trust-driven partnerships that ensure we truly understand and can effectively satisfy your organisation's needs. Every time, on time.

It also means we're always there for you, whether providing highly responsive technical support or fully managing your services.

By building long-term relationships we deliver increasing value and returns to our clients.





Delivering Precision,
Efficiency & Peace of Mind
Through Expert Project
Management

Are Your Technology Projects Reaching Their Full Potential?

In today's fast-paced digital world, success hinges on precision, planning, and execution. At Avoira, we provide end-to-end project management and coordination services to ensure your technology projects are delivered on time, on budget, and on scope — every time.

“

Hats off to the project planning by the guys from Avoira, they really did a great job!

”

Anthony Slater
IT Implementation Manager,
Sodexo Imperial College Healthcare Trust

Our Project Management Services

At Avoira we understand and recognise the importance of Project Management and the key role that it plays in the delivery of successful Projects.

Upon acceptance of the proposal, our Avoira Project Management Office (PMO) will manage all elements of the project deliverables, following industry standard methodologies and practices. A typical project lead time is on average 4-6 weeks from the point of a purchase order being received.

A nominated Project Manager will be assigned, and their role will be to function as the focal point for all stakeholders involved with the Project. The dedicated Project Manager will be supported by a dedicated team of specialists needed for the project, who will all follow the industry standard practices such as the Prince2 Methodology.

This approach gives our clients a single point of contact, who will manage all ownership, responsibilities and Escalations.



01 | Initiation & Planning

We start by understanding your goals, gathering requirements, and establishing a clear roadmap.

Key Deliverables:

Scope definition

Identifying and documenting the specific goals, deliverables, tasks, costs, and deadlines of the project.

Risk assessment

The process of identifying, analysing, and evaluating potential events or conditions that could negatively impact the project's objectives.

Timeline development & Project Management Plan

Timeline development involves creating a detailed schedule that outlines the sequence, duration, and deadlines for project tasks and milestones. The Project Management Plan is a comprehensive document that outlines how the project will be executed, monitored, and controlled.

Project Kick-Off

The initial meeting where the project team and stakeholders come together to officially start the project.

It sets the tone, aligns everyone on the project goals, scope, roles, timeline, and expectations, and ensures a shared understanding before work begins.

Why it matters
Early alignment prevents costly missteps and ensures all stakeholders are on the same page.

02 | Execution & Coordination

Our project managers and coordinators bring cross-functional teams together, manage vendors, track deliverables, and maintain clear communication throughout the process. The key focus areas are:

Scope Management

The process of defining, controlling, and validating what is included in the project.

Task delegation and resource management

Ensuring people, processes, communication and resources are aligned and flowing efficiently.

Why it matters

Execution is where your vision becomes reality. We keep every detail on track, so your team stays focused on innovation, not logistics.

PRINCE2, Agile & Waterfall methodologies.

Industry standard project management methodologies.

Risk Management

Identifying, assessing, and responding to potential risks to minimise their impact on the project's objectives.

Stakeholder Engagement

Communicating and managing the expectations and influence of individuals affected by the project.

Milestone tracking

Monitoring key project checkpoints or significant events to ensure the project is progressing as planned and staying on schedule.

Quality control

The process of monitoring and inspecting project deliverables to ensure they meet defined quality standards and requirements.



03 | Management & Control

We continuously monitor progress, adjust for any changes, and pro-actively manage risks to ensure your project stays aligned with business objectives using the following tools:

Project Management Software

Used to track the various moving parts, giving people access to view and edit various project aspects.

RAID Logs (Risks, Assumptions, Issues, Dependencies)

Help teams stay organised by documenting these elements, monitoring their status, and planning appropriate actions.

Project Action Register

A documented list of tasks or actions assigned to team members to address issues, risks, or project needs, including deadlines and status updates.

KPIs and performance metrics

Measurable indicators used to evaluate the progress and success of a project against its objectives and goals.

Change management protocols

The process of managing changes to a project's scope, schedule, or resources in order to minimise disruption and ensure successful outcomes.

Why it matters

Real-time insights and adaptability prevent surprises and allow for smarter decisions.

04 | Closing & Handover

We ensure a seamless transition from development to operations, with full documentation, lessons learned, and post-implementation support. The final steps are:

Project evaluation

The systematic process of assessing a project's progress, performance, and outcomes to determine its effectiveness and inform future improvements.

User Acceptance Testing

UAT is the process where end-users validate that a project's deliverables meet their requirements and are ready for deployment.

Stakeholder sign-off

The formal approval given by key stakeholders confirming that project deliverables meet agreed-upon requirements and the project phase or overall project is complete.

Knowledge transfer

The process of sharing important information, skills, and expertise to stakeholders.

Why it matters

A clean finish ensures long-term success and measurable ROI.



The Value to You

Choosing Avoira for your project management means:

- Reduced Risk, we anticipate problems before they happen.
- Increased Efficiency, faster delivery, better use of resources.
- Higher Quality Outcomes, every detail managed to the highest standard.
- Clear Communication, transparency at every stage, with a dedicated single point of contact.
- Cost Control, stay on budget with fewer surprises.
- Improved efficiency and structure
- Better strategic alignment
- Improved reporting and accountability
- Clear focus on user needs
- Higher quality deliverables
- Greater engagement and satisfaction.



Ready to Simplify Your Next Project?

Let our experienced team take the complexity out of your technology initiatives. Whether you're launching a new product, migrating systems, or upgrading infrastructure, Avoira is your delivery partner in project success.

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