

## **GDPM based – Plan 2 Succeed Workshop - 2 Day**

### **Overview**

Would you like to learn about the Goal Directed based Project Management approach **and** have a project of your choice launched at the same time?

This highly interactive and practical 2-day project launch (sometimes called mobilisation) workshop uses the concepts of Goal Directed Project Management (GDPM) to focus on the key principles that increase the chances of project success without the need for extensive lecturing or examinations. Our experience has shown us that embedding learning is about doing rather than being told - using real life projects and teams enables rapid application and reinforcement of the GDPM principles.

This project launch workshop is highly interactive, with practical use of the tools, techniques and Fast Forward templates on a simulated project in a safe environment on Day 1. On Day 2 this workshop will effectively set up and launch a live project of your choice through the development of a first draft project scope, end goal, objectives and plan. Team members will receive pre and post workshop virtual support (email / telephone) for their project.

Using practical project examples the teams will learn to develop and agree a clear project scope, the end Goal, a series of Objectives, development of a Milestone Plan, completion of a Responsibility Matrix, Risk and Stakeholder Management and effective project controls. A review is held after every main session. Day 1 focuses on practice, Day 2 will focus on real application – the initiation and planning of the project teams live project applying the learning from Day 1 to produce a first draft project scope, goal, objectives and plan for their project and to agree the next steps and actions.

The GDPM approach is complementary to other project management methodologies such as PRINCE2, APM, Agile and PMI and, unlike many academic courses, provides workshop delegates with practical experience of the light-touch, non-bureaucratic tools and templates which they can take back to the workplace and continue to use on their project.

### **Audience**

Primarily aimed at the Project Team – including Programme & Project Manager, the core Project Team members, Project Support Office (PSO) people and other key stakeholders. Because GDPM uses simple language, templates and tools & techniques it is also a practical introduction to project management for people with limited experience of managing projects or to improve the effectiveness of projects being managed by the more experienced project managers and their teams.

The most effective workshop delegate numbers are between 10-16 team members.

### **This Project Launch workshop will enable you to:**

#### **Day 1**

- Develop skills and knowledge of a GDPM based approach.
- Practice the GDPM based techniques in a safe environment.
- Be ready to apply the GDPM techniques to your project.

#### **Day 2**

- Apply the learning to set up and launch your live project.
- Gain a better understanding of your projects purpose.
- Develop a first draft of your projects scope and boundaries.
- Develop a first draft of your projects goal and objectives.
- Develop a first draft, high level milestone plan for your project.
- Agree the next steps and actions for the project team.

Delegates will receive pre and post workshop virtual support (email / telephone) for their project.

### **Workshop Structure - Day 1**

#### **Project Failure and Project Management Behaviours**

This practical introductory session uses the project teams own experiences and industry failure data to understand the attributes of good project management.

#### **Goal Directed Project Management Overview**

An overview of the GDPM based approach, key processes and the Fast Forward 'model'.



### **Project Initiation**

A practical syndicate exercise using a simulated project brief in which the project team learn the importance of a structured and collaborative approach to agree clear and SMART objectives, scope and end goal for a simulated project through engagement with a project sponsor.

### **Project Planning**

Another practical syndicate exercise in which the project team use a creative exercise to develop an achievement based Milestone Plan and Milestone Contract Definitions for their simulated project. The project team will understand the importance of a 'plan on a page' and making the milestones more robust to change. In addition we reinforce the importance of collaborative team planning and collective ownership.

### **Project Organisation**

An overview of Stakeholder analysis, allocation of responsibilities using a Responsibility Matrix and 'Contracting' Resources onto a project.

### **Project Control**

An overview of Risks and Issues, their effect on project delivery and benefits realisation, risk assessment, risk cataloguing and determining actions to be fed back into the Milestone Plan.

The project team will be introduced to Progress Reporting and the use of a multi-dimensional Project Health check – the 'conscience' as to whether a project is being effectively managed or not. This health check model can be used on new projects, or to audit existing projects. A simple Progress Review Meeting template is also included.

## **Project Launch and mobilisation - Day 2**

**Day 2 is all about applying the GDPM approach to your own project. At the end of the day you will have:**

- 1. A better understanding of your projects purpose.**
- 2. A first draft of the project scope and boundaries.**
- 3. A first draft of the project goal and objectives.**
- 4. A first draft high level milestone plan.**
- 5. Agreed next steps and actions.**

### **And finally...**

As well as the above each member of the project team will receive a personal Certificate of Attendance and will be able to take away their personal workshop workbook on completion of the workshop.

### **Training venues**

The project launch workshop is limited to a maximum of 16 project team members and is normally held in proven conference venues away from project teams normal working environment. We can also deliver these workshops at venues chosen by the client.

The typical conference venue option includes:

- 2 days project launch & mobilisation with experienced tutors.
- An auditable certificate of attendance.
- A course workbook for each delegate.
- Tea and coffee, snacks and cold drinks throughout the day.
- Lunch Day 1. Three course Dinner Day 1.
- One night en-suite overnight accommodation on Day 1.
- Full English Buffet Breakfast and Lunch Day 2.
- Free car parking - on a first come, first served basis

### **Course Pre Requisites**

- Developed a project outline / executive brief for their chosen project (FFWD virtual support and templates available).
- Read the Fast Forward pre-workshop material on the GDPM based approach and model.

It is an advantage, though not essential, if delegates have a project management background and have been actively involved on projects / programmes.

### **Further Information**

If you are interested in booking a workshop or would like to know more please contact the **Fast Forward Project Management Team** on: Adrian - **0560 0798213 / 07850 707965** or Nigel - **0560 1076639 / 07917 021987**. email: [info@ffwdpm.com](mailto:info@ffwdpm.com)