

## GDPM based – Plan in a Day Workshop - (1 Day)

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### Introduction

Setting up is the most important stage of any successful project! This highly interactive and practical 1-day project mobilisation (initiation) workshop uses experienced consultants to help your project team effectively set up and launch a new project of their choice using a Goal Directed Project Management (GDPM) based approach on client premises. GDPM focuses on the key principles that increase the chances of project success using simple tools & techniques that complement and enhance other, more formal methodologies such as Prince2, PMI, APM or your company's own methodology. You do not need to be a project expert to apply these simple project management principles. The day will be hard-work but fun and **everyone** will need to **fully** participate throughout the whole session.

Pre and post workshop virtual support is included. Additional days can be added to follow consecutively or as needed.

### Workshop content

- **GDPM overview** – brief process and Fast Forward model walkthrough.
- **Understand your project** – facilitated interactive debate using a pre-populated project outline document.
- **Initiate your project** – facilitated scope, boundaries, SMART objectives and end goal setting.
- **Build your plan** – facilitated affinity grouping, building a milestone 'plan on a page' and contract definitions.
- **Mobilise your project** – facilitated next steps definition and agreement.

### Objectives

- Understand and apply the concepts of Goal Directed Project Management to your own project.
- Develop a first draft of your projects scope, boundaries, SMART objectives and end goal.
- Develop a first draft high-level milestone plan and understand the dependencies and timeline.
- Highlight risks for the project.
- Agree the next steps.
- Be able to populate a project brief document to capture the workshop key outputs.
- Be able to use the practical learning immediately to increase the likelihood of success.

### What you need to do before your workshop:

1. Complete the supplied **Project Outline** template (a one page document that summarises your project). It will help you gain a common understanding of "what" you are trying to achieve as a team and should be used with your sponsor and other stakeholders to secure their support for the project. Pre-workshop virtual support will be provided to help you complete this outline.
2. Identify who you want to attend at your workshop. It would normally be your project team plus additional subject matter experts if required. It is recommended that your project sponsor attends for the first part of the workshop to help define and agree the goal and objectives. The ideal number for a workshop is 7-8. But can be run with up to 16.
3. Book a suitable room. You'll need a large clutter-free room with flat wall space at least 4m long where we can fix a large sheet of brown paper at eye level. You'll need plenty of working space around the brown paper - at least 2m between the wall and any desks. When booking a room select one that can accommodate twice the number of people that will be attending. You'll also need a flipchart with paper and pens. The facilitator will provide everything else that is needed. Please select a location where refreshments are available.

**Post Workshop:** The project team will be provided with post workshop virtual support to populate a supplied **Project Brief** template and high level **Milestone Plan**. The project brief will be prepared by the project manager and owned and agreed by the project sponsor, this two-page document provides the project team and key stakeholders with a definitive summary of the project, its background, purpose, objectives and intended business benefits.

**Benefits:** For the price of some training courses you not only get to learn about GDPM but you also get expert help to initiate a project of your choice using a simple but effective approach which increases the chance of project success – a double bonus in times of the credit crunch and budget constraints.

Want to know more? Then contact us via email at [info@ffwdpm.com](mailto:info@ffwdpm.com) or phone **07850 707965 / 07917 021987**.