

GDPM based – Plan in a Day (Extension) – 1 Day

Introduction

Setting up is the most important stage of any successful project. This highly interactive and practical 1-day workshop extension uses experienced consultants and a Goal Directed Project Management (GDPM) based approach to help your project team refine and develop the output from a previously completed mobilisation or initiation workshop. This workshop focuses on refining the 1st draft of the project scope, boundaries, objectives, end goal and high-level milestone plan. It will additionally produce milestone contract definitions to define the high level activities, a Responsibility Matrix to identify milestone team members, assign activities and ownership. Project control methods will be demonstrated to enable the team to categorise and catalogue risks and complete appropriate stakeholder analysis and plans.

The workshop is designed to be held on client premises. The day will be hard-work but fun and **everyone** will need to **fully** participate throughout the whole session.

Workshop content

- **Project brief** - share and review the output from the previous project mobilisation / initiation workshop.
- **Confirm the plan** - adjust and agree the high level plan, to include key dates, milestones and dependencies.
- **Ownership** - assign milestone owners and form milestone teams to complete milestone contract definitions.
- **Milestones** - populate milestone contract definitions with high level activities and success measures.
- **Project control** - guidance on risk management and stakeholder analysis.
- **Review** - agree adjustments to the project documentation and define and agree the next steps.

Objectives

- Review, refine and agree the **Project Brief** document.
- Review, refine and agree the high-level **milestone plan**.
- Assign ownership to milestones and form milestone teams.
- Complete first drafts of milestone contract definitions.
- Understand how to apply Risk and Stakeholder management to the project.
- Define and agree the next steps.
- Be able to use the practical learning immediately to increase the likelihood of project success.

What you need to do before you can hold your follow-on workshop:

1. Complete 1st draft of the supplied **Project Brief** (a two page template that details your project purpose) and **high-level Milestone plan** template. Together these documents provide a further level of detail of “what” you are trying to achieve as a team and should be used to gain agreement for the project with your sponsor and other key stakeholders. Pre-workshop virtual support (telephone / email) will be provided.
2. Identify who you want to attend at your workshop. It would normally be your Project team plus additional subject matter experts if required. The ideal number for a workshop is 7-8. But can be run with up to 16 participants.
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 (telephone / email) to help populate and refine the documents and templates.

Benefits: For less than the price of some training courses you not only get to learn and apply the GDPM principles but you also get expert help to further define and mobilise your project using this simple but effective approach which further 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 or phone **07850 707965 / 07917 021987**

Or visit our website: www.ffwdpm.com