

Jump Start your Project – 1 day Workshop

Workshop Objective	<p>The objectives of this workshop are for delegates to learn and practise how to prepare the groundwork for a successful project. The workshop provides a forum where the right questions can be asked in order that scope and expectations can be established as early as possible in the project's lifecycle.</p> <p>The output from the workshop will be captured and presented in a format suitable for producing a project briefing document. By participating in this workshop the project management team will be ready to start planning their project in earnest.</p>
Who Should Attend	<p>This workshop is primarily aimed at project management teams and their senior managers who wish to ensure that their projects benefit from a structured and well considered start up. The workshop will also be appropriate for business managers, project sponsors and other project stakeholders.</p>
About the Workshop	<p>The workshop will be based around the delegates' own project. Practical exercises will contribute directly towards the project start up process. This means that a significant amount of useful and valuable preparation can be performed and transplanted directly back into the delegates' own environment.</p> <p>Using the delegates' own projects as a means to conduct the workshop ensures that the time "out of the office" is not taking time away from important tasks that need to be performed but actually serves as an investment towards those tasks.</p> <p>The one day workshop includes modules on:</p> <ul style="list-style-type: none">○ Business justification – why is this project being done?○ Stakeholders and environment – who is involved?○ Project scope – what does the project encompass?○ Project approach – how might we do it?○ Project controls – how will we measure progress?○ First-cut resource requirements – what skills and numbers do we need?○ Identify assumptions – what do we really know?○ Risk analysis – what are the risks and what shall we do about them?○ Quality criteria – what does quality mean?○ Managing changes – how will they be charged for and implemented?○ First-cut budget requirements – how much will all this cost?○ Completion criteria – how does the customer know we have finished?○ Next steps – producing the project brief
Workshop Format	<p>There will be a mix of theory (a little) and exercises (a lot). Delegates will be encouraged to participate and contribute in order to generate the information required to produce a project briefing document from which a project plan can be produced.</p>
What's Included	<ul style="list-style-type: none">○ Pre-workshop instructions○ Delegate workbook with checklists and templates
About the Facilitators	<p>This workshop is facilitated by an account manager and project manager with experience of building relationships, selling services and delivering projects. They will act as catalysts to assist delegates in generating their project's key project start up document, the project brief.</p>
About the Service Station	<p>The Service Station is a supplier of professional services in the areas of Project Management, Bid Management, Localisation, Training and Technical Writing.</p>
How to Contact Us	<p>For further information about our services call 01923 854 873, email info@servicestation.co.uk or visit our web site www.servicestation.co.uk .</p>