

Project Planning Workshop

Purpose

To assist the Client's Project Manager with the production of the planning products, as defined in PRINCE2, using a facilitated workshop approach.

Benefits

The workshop approach:

- Y Creates a high level of team buy-in to the milestones agreed
- Y Results in an accelerated planning activity
- Y Product Based Planning – PRINCE2 planning technique
- Y Creates a Project Product Description identifying the acceptance criteria for delivery
- Y The transition, however, from traditional activity-based planning to Product Based Planning often requires more hands-on coaching than classroom training can provide.
- Y The workshop, facilitated by an experienced PRINCE2 consultant, provides a mechanism for the Project Manager to acquire this planning technique.

Method

WPM will allocate a dedicated consultant to work with the Client's Project Manager throughout the delivery of the service. The consultant will work with the Project Manager to arrange and facilitate the workshop. All key personnel who will be involved in the project should attend because their input will be the information upon which the project plans will be based.

The consultant will ensure that appropriate PRINCE2 planning techniques are applied to the project and that the project team members who need to use them understand them.

The outputs from the workshop may include:

- Y Project Plan (minimum output)
- Y Product Descriptions (minimum output)
- Y Stage Plans, Exception Plans, Team Plans
- Y Quality Strategy & Quality Register
- Y Communications Strategy

The service comprises three main elements:

- Y Pre-workshop preparation
- Y Workshop (two days)
- Y Review

The pre-workshop preparation will involve an initial meeting with the Client Project Manager to obtain the principle information required and identify the people required for the workshop.

The consultant will produce and issue a Workshop Brief to the attendees explaining the purpose and format of the event. He or she will also indicate any specialist information that is required for input to the planning activity.

The workshop will last two full days.

A Project Co-ordinator (or similar) should be provided by the Client to record decisions, so that the Project Manager can participate in the workshop. The output from the workshop will be an outline plan for the project and an action plan for the project team to produce the supporting planning documents.

The final part of the service is for the consultant to review the formal plans produced by the project team and provide documented feedback in the form of a Lessons Learned Report.

Deliverables

- Y Workshop Brief
- Y Facilitated Workshop
- Y Feedback and Lessons Learned Report

Reporting & Reviewing

The consultant will report to the assigned Project Executive for the duration of the service.

Price

Please call 01244 852 544