

Stakeholder Workshop

Purpose

Organisations often find it challenging to get a new bid or project off to a sound and speedy start. A survey by Standish showed that 9% of projects failed due to lack of executive support, 10% through unrealistic expectations and 13% due to incomplete requirements. This Workshop addresses these issues by getting the right level of management to participate in a strategy workshop, using team decision-making techniques to gain buy-in to the target outcome from all stakeholders, then defining that outcome in terms of measurable acceptance criteria.

There are a number of key questions that need to be answered at this stage:

- Y Who will be given overall responsibility for the bid or project (the Bid/Project Executive role)?
- Y Does the bid or project have a justifiable business case?
- Y What is the bid/project outcome required?
- Y How will the project team know when they have achieved the bid or project outcome?
- Y How will the bid or project be funded?
- Y Are there any key business risks that need to be considered?

The Workshop has been designed as a means to kick-start your project and to accelerate the timeline without the need to compromise quality or risk.

Benefits

- Y Brings those who have a stake in the bid or project together to establish the most effective organisation structure for the bid or project and provide the right level of authority and sponsorship
- Y Enables the bid or project to clearly identify their target outcomes and objectives, and for all stakeholders to buy into these
- Y Early identification and monitoring of business-level risks
- Y Reduces the overall effort required to initiate the bid or project
- Y Speeds ramp-up of resources to provide earlier access to bid or project benefits

Method

The Stakeholder Workshop concept brings all those with decision-making authority and who want to influence a bid or project together into one room to come to a consensus. The Workshop then employs team-thinking techniques to maximise the effectiveness of the assembled group.

The Workshop comprises three elements:

Preparation

The facilitator will meet with the bid/project executive and/or manager to gather background information on the opportunity, to determine any specific requirements and to identify potential attendees. He or she will issue a Workshop Brief that will be sent in advance to all workshop participants.

Delivery

The outputs from the workshop are:

- Y Definition of the bid or project's organisation structure, in particular the constitution of the Bid/Project Board, and levels of authority
- Y Bid/Project Brief
- Y Initial Business Risks
- Y Action Plan

Follow-up

The Client should provide administrative support to document the information captured, the decisions made and the actions assigned during the Workshop. The WPM Consultant will review the Workshop minutes before issuing them to the team and will add further recommendations, specifically highlighting potential pitfalls. The Consultant will also hold a further status review at an agreed time after the Workshop to check progress and to provide guidance should the team need it.

Deliverables

- Y Workshop Brief
- Y Up to two days of Workshop facilitation
- Y Review of Workshop output and follow-up status review

Price

Please call 01244 852 544