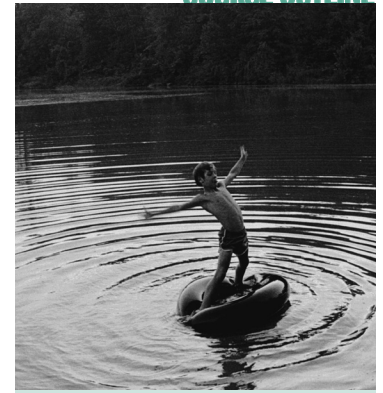**Sys·tem·a·tion**

Got Projects?

Are your employees giving 150% effort on projects but still missing deadlines, blowing budgets, and delivering handicapped end products? This workshop equips the point people on projects in Human Resources, Marketing, Operations, Legal, and Finance to tame the chaos and reliably deliver on stakeholder expectations. Participants learn how to create clear project road maps, as well as techniques for getting an off-track project back on course. They practice failsafe methods for eliciting stakeholder needs so they get project deliverables correct the first time. And they acquire no-nonsense methods for identifying potential resistance from stakeholders and insuring product adoption. We highlight tools and techniques to use at each project phase—planning, defining, creating, and fulfilling—to keep projects moving smoothly.

DURATION:
Traditional - 2 days.
Virtual - 16 hours.

CAPACITY: 20 people.

WHO SHOULD ATTEND: individuals on small projects who would never think of attending a formal project management, business analysis, change management, or product development workshop.

PREREQUISITES: none.

PDUS: 14 credits.

FEATURES

- Our facilitators bring real-world experience to every workshop.

- Participants will be led, not lectured, through a combination of presentations and hands-on exercises.

- Participants will experience practical and immediately useful techniques that they will be able to incorporate into existing projects to maximize skill transfer.

- Our workshops provide an experiential environment where participants can take risks and make adjustments based on their results before approaching large projects.

DISCOVER HOW TO

- Create a solid project plan

- Interview project stakeholders to create a detailed set of defined characteristics for the project's end product.

- Resolve differing stakeholder needs, acquire needed resources, and manage expectations.

- Coordinate current week's activities, monitor progress to identify gaps between what was planned and what actually happened, and adjust the next week's activities to close the gap.

- Plan for and manage the change resistance that accompanies projects.

OUTLINE SUMMARY

Projects
- What is a project?
- The project triangle
- Project participant groups
- Distinct project phases
- Vital project disciplines

Functional Roles Examined
- Project manager
- Business analyst
- Domain Expert
- Change Manager

The Project Plan
- Project benefits, objectives, and deliverables
- Product development approach
- Sponsors and stakeholders
- Required resources
- Milestone schedule
- Project baseline

Task Identification
- Work breakdown structure (WBS)
- Format, rules, and conventions
- Resource assignments
- Task lists

Estimating
- Level of accuracy
- Duration and cost
- Approaches to estimating
- Estimating considerations

Sequencing and Scheduling
- Network diagram
- Task dependencies
- Critical path
- Gantt chart
- Resource leveling

Negotiating
- Importance of negotiation in project success
- Common deficiencies and problems
- 8 step model
- Key elements to developing commitment

Interviewing Stakeholders
- Preparing for the interview
- Questioning and listening techniques
- Holding the interview
- Listening for needs

Defining the Need
- Identifying needs
- Writing requirements
- Organizing requirements

Project Dynamics
- Weekly project meeting
- Issue tracking
- Project sway
- Status reporting
- Steering the project back on course

Creating the End Deliverable
- Design
- Development
- Verification

Change Resistance and Acceptance
- Changes created by projects
- Stages of change
- Resistance
- Change strategies
- Plan the change

Implementing the Product
- Product adoption
- Project closure

Sys·tem·a´tion®

Get to the Heart of the Matter.®