

# Leading Projects with Speed & Quality Workshop

## Half Day Virtual Workshop (Two 2-Hour Sessions)

For all project types: Operations, Continuous Improvement, Kaizens, Engineering...

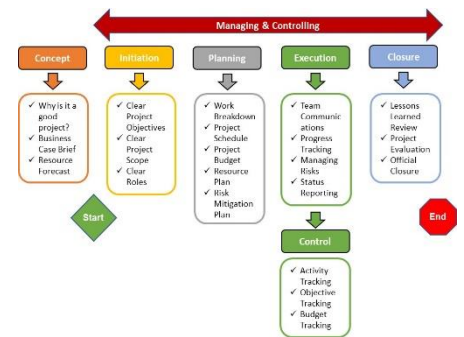
### Day 1: (2 Hours)

#### Good Project Fundamentals Overview:

- Project Success: Doing the Right Projects & Doing Project Right
- Project Roles: Sponsors, Stakeholders, Leaders, & Team

#### Overview of Project Phases:

- Understanding the Project Lifecycle Fundamentals:
  - Project Concept: Why is it a good project for the business?
  - Project Initiation: Clear Project Objectives & Scope
  - Project Planning:
    - Identifying & Planning the Work
    - Project Risk Identification & Prioritization
  - Project Execution: Team Communications, Progress Tracking, Managing Risks, & Status Reporting
  - Project Control: Activity Tracking, Objectives Tracking, Budget Tracking
  - Project Closure: Lessons Learned – Continuous Improvement



#### Processes for Effective Conceptualization

- Importance of Robust Project Governance
- Resource Effectiveness – Optimum number of projects
- Value of “Focus” & the negative effects of multi-Tasking

#### Processes for Effective Project Initiation:

- Importance of Project Chartering
  - Defining clearly Project Objectives, Scope, Deliverables, Assumptions, Risks, & Concerns
- Project Team Roles (RACI / RASCI)
  - Poll: How well are: Roles Clarified / Teams Aligned with Leadership

#### Processes for Effective Project Planning:

- Appropriate Tools for the Project Size and Scope
  - Using RAILS, Milestone Plans, Gantt Charts
- Gantt Chart Development using the Team based PaRM Process
  - Visual Management approach for developing project schedules
  - Schedule Compression with confidence intervals for optimized time-frames
  - Project team and management alignment
- Risk Management Planning
  - Developing an initial risk register and mitigation planning

## **Day 2: (2 Hours)**

### **Overview of Day 1**

#### **Processes for Increasing Accountability for Effective Execution:**

- Importance of Effective Meeting Management
- Communications: Team Meetings: SCRUM vs General Project Meetings
- Rules for Effective General Meetings
- Iterative Project Meeting Management using SCRUM – Sprint Process

#### **Sticking to your Project Schedules - Effective Control using Agile & Visual Management**

- Integrating Project Schedules & SCRUM Practiced for improved speed & results
  - How to lead projects using both Agile & waterfall practices
  - Leading effective stand-up meetings
- How to get the most from project teams using Visual Management
  - 5 types of visual boards for various project types
  - Activity Tracking using Visual Management
  - Ongoing Risk Management: Risk Register / Standard Risk Report
  - Project Cost Tracking: Standardized Cost Template
  - Milestone Attainment Reporting
  - Standardized Project Status Reporting

#### **Processes for Effective Project Closure:**

- Lessons Learned Review
- Project Review, Team Recognition & Celebration
- Project Close-out & Recognition

#### **Soft Skills:**

- Team Dynamics / What makes a good project team
  - 5 Dysfunctions of a Team
  - Project Team Resilience: Issue Management & Escalation
- Project Leadership Skills:
  - Skill / Will Team Member Assessment
  - Facilitation Skills
  - Influencing without Authority – 4 Pillars of Influence
- Wrap-up