

**Ron Rosenhead**

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# **Project Board Briefing for Senior Managers**

**To: All Workshop Participants attending the Project Board Training.**

The attached paperwork describes the content of the workshop we are running on October 1.

Please do read two documents before you come along to the event. These are:

- Project Management Screw – up 5: We didn't have the right sponsorship  
- [www.projectagency.co.uk/word/projectsponsorship.pdf](http://www.projectagency.co.uk/word/projectsponsorship.pdf)
- From Ready – Fire – Aim to Ready – Aim – Fire – how to improve project delivery, on time and budget, every time  
[www.projectagency.co.uk/word/raf.pdf](http://www.projectagency.co.uk/word/raf.pdf)

Both documents relate to the content of the session.

I look forward to meeting you to advance project management within the organisation

*Ron Rosenhead*

Project Agency

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**Objectives:**

At the end of the workshop you will:

- be clear about roles & responsibilities of project board members within the organisation
- be able to develop appropriate behaviours to reinforce their role
- help support the delivery of the overall agenda through positive modelling to other staff

## Workshop Content:

We will start at 1330 finishing around 1630pm. Breaks will be taken at times to suit the group.

Course handouts will be provided.

## Outline Content:

Please note that the exact content will depend upon what issues are relevant. Treat what is written as a guide.

<b>Project Boards</b>	How effective are they?
<b>Objectives of the workshop</b>	
<b>Project success</b>	Statistics to show just how hard it is to really deliver projects .....
<b>The Chaos Report</b>	Key findings for senior managers
<b>Roles and responsibilities I</b>	What is YOUR role and the role of senior colleagues?
<b>Roles and responsibilities II</b>	Some thoughts about your role
<b>What do you challenge?</b>	And how do you do it?
<b>Resolving conflict</b>	It may arise, it may not... it is probably there. What do you need in order to resolve conflicts?
<b>What are the key priorities</b>	Individual activity
<b>Meetings</b>	How effective are they?
<b>Who does what when?</b>	Introducing the matrix.....
<b>The future</b>	An activity to ensure that you action some of your thoughts from this workshop

We can customise this event to meet your needs. Please contact 020 8446 7766.