

Ron Rosenhead

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www.ronrosenhead.co.uk

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
- 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

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

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.

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