



Our Vision

To be the market leader in ensuring successful business results for our clients. We help our clients develop an achievable strategy and ensure its delivery through excellence in execution.

“Project Assistants provided a Project Leadership program for our sponsors that were focused on the specific challenges our organization was experiencing with project execution.”

-Bruce Culbert
Vice President
IBM Interactive Media



Executive Program for “Leading Project Leaders”

“Leading Project Leaders” can help your organization:

- ▶ Enable Project Sponsors to better understand their critical role and responsibilities in achieving Project Success
- ▶ Create an organizational culture that enables project success
- ▶ Achieve initial Project Scope clarity
- ▶ Ensure project progress and transparency
- ▶ More consistently deliver projects on-time, on-budget
- ▶ Realize promised Project Benefits and ensure alignment with Organizational Strategy

This Leadership Program offers Sponsors:

- ▶ Guidance on how to ensure a complete, comprehensive and clear definition of project scope
- ▶ Best practices for project team building to enable success
- ▶ An understanding of key information to obtain from your Project Team
- ▶ A communication “cadence” to demand on projects
- ▶ Techniques and tools to control change and “scope creep”

The Program is delivered by:

- ▶ Using real-world scenarios and a variety of multi-media presentations, interactive discussions, and role play
- ▶ Leveraging real-life, hands-on exercises

Executive Program

Project Assistants works with your organization to **Customize, Deliver, and Adopt** the program material into a model for operational excellence.

Preparation work:

- ❖ Executive team survey: Hot Spots Definition
- ❖ Workshop preparation “homework” assigned
- ❖ Tailoring program content to *your* needs



Custom Workshop:

- ❖ Full day
- ❖ Hands-on exercises
- ❖ Interactive discussion
- ❖ Follow-up assignments
- ❖ Developing a plan to attack *your* recurring points of resistance



Adoption:

- ❖ Webinars: Introducing increasing levels of governance rigor
- ❖ Coaching & mentoring: Execution Status & Lessons Learned
- ❖ Monthly Group exercise: Red Team Review – Real Projects
- ❖ Follow-up Organization Survey & Quarterly: C-level review & summary



Project Leadership Workshop for Executives and Project Sponsors



Introduction: *The 50,000 Foot View*

- Mission/Vision/Strategy/Execution
- The Project Sponsor's role in leading delivery of the organization's Strategy

Defining Moments: *Establish and Maintain Control of Projects through the Points of Resistance*

Each section features:

- An overview and discussion of the inherent project challenges
 - Tools and techniques for overcoming these predictable points of resistance
 - Practical application of lessons through real-world scenarios and hands-on workshop simulations
- ▶ **Defining Moment #1: Scope Definition and Project Hand-off** – *Ensuring The Endgame is Clear*
 - Disconnects between business case goals and business benefits delivery
 - Conducting a Scope Definition process that drives accountability
 - ▶ **Defining Moment #2: Initiation & Kickoff** – *Coming Out of the Gate Strong*
 - Initiating and Establishing forums for ongoing communication and alignment
 - Executive's role in project control and rhythm
 - Questions to ask to validate completeness of integrated plan
 - ▶ **Defining Moment #3: Project Execution** – *Guaranteeing Delivery on the Promise*
 - Defining business controls that ensure fulfillment of delivery expectations
 - Supporting the right balance of risk controls: Plan, Monitor & Mitigate
 - ▶ **Defining Moment #4: Project Close Out** – *Ensuring Goals Are Delivered As Expected*
 - Setting up regular reviews against a well-defined endpoint
 - Hand-off and follow-up plan to validate business benefits

Conclusion: *Preparing for Adoption*

- Summary
- Develop plan of attack
- Assign follow-up content