



Our Vision ...

To be the market leader in ensuring successful business results for our clients. We help our clients develop a clear and achievable strategy and enable delivery of that strategy through excellence in execution.

Project Assistants

enables that vision by delivering better, faster and more cost-effective project based results.

"Project Assistants' provided a Project Leadership workshop for our sponsors that was focused on the specific challenges our organization was experiencing with the integration of portfolio governance and project execution"

--Bruce Culbert, Vice President, IBM Interactive Media



Executive Program for Leading Project Leaders

Workshop for Best Practices to Achieve Organizational Goals through Excellence in Execution

Is your organization suffering from these common challenges?

- ▶ Weak project Scope Definition
- ▶ Unsatisfactory project stakeholder relationships
- ▶ Unclear, inconsistent project communications
- ▶ Lack of proactive schedule and budget control
- ▶ Project failures due to scope creep
- ▶ Suboptimal expectation management
- ▶ Inability to overcome cultural indifference to excellence in execution

Project Assistants' Leading Project Leaders Workshop offers:

- ▶ Best practices for project team building that enables project team success
- ▶ Tips on how to develop a complete and comprehensive definition of project scope
- ▶ Principles and techniques to control change and "scope creep"
- ▶ How to address the 'predicable points of resistance' that doom projects
- ▶ The ability to understand and proactively manage 'defining moments' for improved control of project results
- ▶ Techniques to transform Line Managers and Executives into Project Sponsors
- ▶ Real-life, hands-on opportunities and reinforcement of key Project Sponsorship concepts using simulation and role playing
- ▶ Demonstration of Project Sponsorship concepts using real world scenarios using a

Leading Project Leaders is based upon three pillars of success that are designed to provide the maximum level of alignment to your organizations specific needs, maximize knowledge transfer, and drive the adoption of relevant concepts and processes into a model of operational excellence:

Prep work:

- ❖ Executive team survey: Hot Spots Definition
- ❖ Workshop prep “homework” assigned
- ❖ Tailored and formatted to **YOUR** defining moments



Centerpiece: Custom Workshop

- ❖ Full day, hands-on, interactive discussion, develop plan to attack **YOUR** predictable points of resistance, follow-up assignments
- ❖ Tailored content, based on your needs identified during prep work



Adoption:

- ❖ Webinars: Intro increasing levels of governance rigor
- ❖ Coaching & mentoring: Execution status & lessons learned
- ❖ Monthly Group exercise: Red Team Review – Real Portfolio
- ❖ Follow-up Organization Survey & Quarterly: C-level review & summary





Workshop for Best Practices to Achieve Organizational Goals through Excellence in Execution

Defining Moments for Establishing, Maintaining, and Regaining Control of Projects

The 50,000 Foot View

- Mission/Vision/Strategy/Execution
- The Project Sponsor's Role in Leading Delivery of the Organization's Strategy
- ▶ **Defining Moment #1: Ensuring The End-game is Clear – Scope Definition and Project Hand-off**
 - Overview and discussion of Scope Definition and Inherent Challenges
 - Disconnects between Portfolio Definition & Detailed Project planning
 - Anatomy of a successful scope definition document
 - Tools & Techniques for Recognizing, Confronting & Overcoming the Predictable Points of Resistance in Scope Definition
 - Connection to Real-world Scenarios & Hands-on Work-shop Simulation
- ▶ **Defining Moment #2: Coming Out of the Gate Strong – Initiation & Kicking It Off Right**
 - Overview and discussion of Project Initiation and Inherent Challenges
 - Initiating and Establishing an ongoing relationship with key project stakeholders & opportunities to seize and establish project control and rhythm
 - Anatomy of an integrated project plan
 - Tools & Techniques for Recognizing, Confronting & Overcoming the Predictable Points of Resistance in Initiation
 - Connection to Real-world Scenarios & Hands-on Work-shop Simulation
- ▶ **Defining Moment #3: Guaranteeing Delivery on the Promise -- Project Execution**
 - Overview and discussion of Project Execution and Inherent Challenges
 - Objective definition and best practices for establishing and maintaining project control
 - Risk Management: The critical path; the Tortoise and the Hare; and proactively driving a happy ending
 - Tools & Techniques for Recognizing, Confronting & Overcoming the Predictable Points of Resistance in Execution
 - Connection to Real-world Scenarios & Hands-on Work-shop Simulation
- ▶ **Defining Moment #4: Getting it "DONE" -- Project Close Out**
 - Overview and discussion of Project Initiation and Inherent Challenges
 - Defining and building in a series of 'closes' that lead towards a natural, satisfactory, and mutually agreeable end
 - Anticipating and benefiting from lessons learned before it's over
 - Tools & Techniques for Recognizing, Confronting & Overcoming the Predictable Points of Resistance at Close
 - Connection to Real-world Scenarios & Hands-on Work-shop Simulation
- ▶ **Summary: Bringing It All Together & Putting It Into Practice**