

□ Healthcheck™

□ PM Training

□ Sponsor Training

□ Consulting



“removing the risk from IT projects”

Spotlight on Sponsor Training

Following the success of our training in “The Art of Project Management” we are aware that Project Sponsors themselves need coaching in the world of change projects to ensure the project is set up for success.

Attendees are expected to have prior experience as sponsors or stakeholders, will have attended Project Steering Committees (or equivalent) and appreciate the issues of communication & decision-making on IT Projects.

The course provides “experience-based” training in a format that consists of presentation slides, workshop discussions and practical exercises and focuses on avoiding the classic project pitfalls.

Quotes from satisfied Customers:

“learning from Iain’s experiences & recommendations was very useful”

“excellent course with relevant examples from real life”

“interactive content helps you to absorb the information”

“very relaxed approach which created good group dynamic”

Course Contents – 1 Day Duration

Here is an overview of the course contents and what is covered within each of the sessions. If you would like any more information on any particular sessions then a copy of the slides and handouts will be provided on request. We are also willing to prepare additional sessions that are specific to your own in-house practises and standards.

1. What is Sponsorship?

- Understanding the differences between Interested Parties, Affected Parties, Stakeholders, Governance Committee Attendees and the Project Sponsor.
- Discuss the responsibilities of these difference roles and how positive and negative impacts can arise.
- Securing the budget.
- The project sponsor from hell - always changing their mind, priorities not clear, won't sign-off deliverables

2. Why do I need a Steering Committee Anyway?

- Key elements of a Governance Model
- Roles & Responsibilities and RACI Analysis
- What is the purpose of a Steering Committee; Communication or Decision-Making?
- Selecting Steering Committee members from the (sometimes long) list of Stakeholders
- Discuss the impact and implications of failing to make a decision and describe decision slides

3. Expectations Managing

- Giving airtime to the Project Manager
- Allow the PM to manage your expectations

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4. Delivery Focused Planning

- How to assess the Project Plan and what to look for in a good Plan
- Every task should have a measurable deliverable.
- Knowing when a task is complete
- There's more to planning than a Gantt chart – Estimating Model, Resource Plan, Communication Plan, CSF's, Governance Model, RACI plus of course an MS Project plan
- Pareto Principle - 80/20 Rule – “the vital few and the trivial many” (Dr Joseph Duran)
- In the business case every requirement is cost justifiable

5. Hiring a good Project Manager

- Somebody who says what they're going to do and then does what they said
- A good PM will under-promise and over-deliver
- A good PM won't just tell you what you want to hear
- What are Methodologies and why do we need one?
- There isn't a one size fits all so let the PM select the method and ask them to justify the choice
- What's more important, Product or Process?
- Facilitated debate around Waterfall, V-Model & RAD approaches

6. Scope & Change Management

- What represents a change?
- Impact assessment
- Contingency is not for changes (although many business users will try to tell you that it is)
- Use Timeboxing as a means to constrain the scope and to meet deadlines

7. Progress Reporting (how to report progress against plans)

- The four corners report of Time, Cost, Scope, Benefits
- Report at summary level but check that the detail exists
- Progress Versus Plans means reporting whether you did what you said were going to do

8. Setting it up for success

- What are Critical Success Factors and why do we need them?
- How CSF's enable management of expectations
- The Governance Model
- Discuss the importance of specifications and how ambiguities cause rework
- Includes a practical and fun exercise on ambiguous specifications
- Introduce the concept of Feedback Loops to achieve Quality

Contact Us

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