

A man and a woman, both wearing white shirts and glasses, are looking at a Projectlink brochure. The man is holding the brochure, and the woman is looking at it. The brochure has the Projectlink logo on it.

Workshop Facilitation

projectlink

Making Project Management Work

www.projectlink.co.za



sales@projectlink.co.za

Overview:

Project management requires teamwork right through all the phases of the project's lifecycle. An efficient and effective way to solicit expert contributions from project team members and other important stakeholders is through facilitated workshops. From a project management perspective, such workshops are ideal for producing vital project management deliverables, such as the project charter, the scope statement, and work breakdown structure, to name but a few examples.

Similarly, facilitated workshops are often crucial in decision-making sessions, such as option selection, risk mitigation, choice of value improving practices, etc. ProjectLink's consultants are experts at workshop facilitation in projects, and can, as such, perform workshops on any project management related aspect requiring team inputs.

The key to good decision-making and accurate outputs is knowing how to apply sound processes towards high team performance.

Need and Benefits:

When embarking on project management process groups, such as Initiating and Planning, inputs from management and technical experts alike must be incorporated. This is usually a complicated process, further exacerbated by inputs, preferences, and expectations from diverse, influential stakeholders. In order to maintain sanity in this potential chaos, project team members, and other key stakeholders, must synchronise their efforts, knowledge, and expertise. A facilitated workshop is an efficient method to accomplish this.

For projects to be focussed and managed in an orderly way, project management deliverables such as project charters, business and user requirements, work breakdown structures (WBS), etc. need to be produced. Although some aspects of these deliverables can be performed in a decentralised manner, high quality products that have everyone's buy-in are dependent on face-to-face sessions. Facilitated workshops are a proven method for this.



Implementation:

Facilitation typically involves the application of any one or a combination of facilitation techniques, such as Brainstorming, Force field, Cause and Effect, Weighted-factor scoring, Power dotting, etc. ProjectLink's consultants are experts at identifying and applying techniques appropriate to a particular situation. In addition, the general approach is one in which:

- Care is taken in setting things up thoroughly;
- Processes are worked thoroughly, and one at a time;
- Periodic progress checks are performed so as to ensure the objectives are being achieved;
- The 80/20 rule is applied;
- Issues are parked and sorted out later if not entirely relevant at the time;
- Processes allow for both divergent (open) and convergent (narrow) thinking;
- Stalemates are broken.