KickStart Workshop

Overview

KickStart workshops are highly interactive, collaborative planning sessions that bring together all core team members and project stakeholders at key decision points. Each one-day KickStart workshop is geared to produce what you need now, whether it is a high-level plan for an entire program or a detailed plan for the next phase of a critical project. KickStart workshops promote a thorough understanding of key project or program roles and responsibilities, objectives and target schedule. KickStart workshops are a powerful tool for project planning and team building.

Objectives

KickStart workshops are designed to:
- Develop a clear understanding of project objectives
- Specify measurable success criteria and key results that must be achieved
- Develop clear roles and responsibilities for all team members
- Identify major milestones and interface points between deliverables
- Create a preliminary schedule for the program and perform initial optimization analysis

Benefits

As a result of a KickStart workshop, the project team will realize:
- Your team is focused for only one day, not spending weeks trying to get the project off the ground
- Better business decision-making made possible through improved quality of project information
- Sharpened work focus through clearer understanding of the scope, time, and money required to achieve the project objectives
- A streamlined planning process allowing for an earlier start of the project and accelerated accomplishment of the project goals
- Increased work efficiency through the common understanding of project objectives and the activities required for their achievement

Areas of Concentration

Using the Wireless Workshops project management methodology, KickStart workshops focus on the following areas:

Project Work Specification
Project work is scoped, deliverables defined, and roles and responsibilities agreed upon.

Dependencies
Dependencies between tasks are established, and interfaces are identified and defined.

Preliminary Schedule
After task durations are estimated, task owners assigned, dependencies established and the project plan loaded into Microsoft Project™ (.mpp) file, a project schedule is developed and then discussed and optimized by the team.

NxtNote® Technology

In the past, participants were given Post-It Notes onto which they scribbled handwritten comments, which then had to be manually entered. Wireless Workshops has developed a patent pending process for capturing and scanning Post-It Notes™. With this technology each participant has access to a notebook or Pocket PC, which they use to key in their comments. Each comment is sent wirelessly to printers in the room, and a Post-It Note is printed with a barcode on the note. These NxtNotes can be scanned in a manner of minutes. Other benefits are:
- Using the internet, remote or “virtual” participants can actively participate in the workshop from anywhere in the world. They can create their own NxtNote and print them directly to the conference room. They can see the addition of Post-Its in real-time and schedule tasks almost immediately, easily collaborating with the rest of the team
- Results of the workshop are available to the Project Manager within hours
- Workshop notes are “readable”, no more trying to translate handwriting hieroglyphics
- No data entry errors or misinterpretation
- Ease of use for workshop participants … its fun to provide input!
Content and Process

KickStart workshops are one-day, highly interactive sessions facilitated by an experienced project management professional. The workshop employs the following structured process:

Prework - Prior to the Workshop
The Wireless Workshop Lead assists the Project Manager and Project Sponsor to prepare for the workshop by assisting in the following activities:

- Review the objectives, process, and deliverables of the workshop
- Develop a draft of the project objectives and adjustability matrix
- Determine the appropriate deliverables for the project, identify an owner for each and define what the deliverable is with an Is / Is Not list
- Establish dates, location, and other workshop logistics
- Identify the workshop participants, develop the workshop agenda and send invitations
- Populate of flipcharts with NxtNotes containing prework data

Conduct the Workshop
A very experienced Wireless Workshop Lead is assigned to each KickStart workshop. The Lead acts as workshop facilitator, performing the following functions:

- Guide the workshop process, including NxtNote technology
- Maintain the team's focus on key workshop and project objectives
- Provide basic instruction in project management processes where needed
- Coach the workshop participants during work sessions
- Capture critical project information on flip charts
- Using custom templates, capture the key project information in Microsoft Word, Microsoft Excel and Microsoft Project
- Oversee the workshop logistics

Close the Workshop
The Wireless Workshop Lead performs the following steps at the conclusion of a workshop session:

- Debrief the Project Manager and Project Sponsor on the effectiveness of the workshop
- Transfer the electronic files created during the workshop to the Project Manager
- Coach the Project Manager on optimizing the schedule, tracking and managing the schedule and resolving open issues and risks

Deliverables

The deliverable of the workshop consists of a set of flipcharts and electronic files containing critical project information captured during the workshop. While project-specific characteristics and variable group dynamics can produce slight variances in results, the typical information includes:

- Program/Project Initiation Document (PID) - approximately 40 pages capturing all workshop planning results and documenting them in easy to read tables and lists (Microsoft Word and Microsoft Excel format)
- Microsoft Project Schedule - between 15 – 20 pages containing approximately 300 tasks
- Issues / Risks Log - all open issues, risks, assumptions and decisions are captured and logged with owners and due dates (Microsoft Excel format)

Summary

KickStart workshops leverage our expertise and experience in rapid development and validation of project plans. In one day, the team comes away with a solid plan that can be implemented immediately, saving days or weeks of additional project planning. Because they involve the entire project team, KickStart workshops provide a solid foundation upon which the Project Manager can manage the project at its optimal level.

No Risk Guarantee

Wireless Workshops is so confident in our process and your results, we provide an unheard of guarantee of satisfaction. If, after the end of a KickStart workshop, you are not completely satisfied with the results of the process, the cost of the workshop is free (only the facilitator travel expenses will be charged).