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Improving our Project Performance:

Project Sponsor Workshop

for

This is an example workshop we ran for a client in May 2013. It was customised to meet the needs of their business. We can design something to meet your needs by calling 020 8446 7766

To all workshop participants:

Due to my current involvement in running project management training in the UK I have been invited to lead and facilitate this important workshop.

For some time my organisation has run project management training programmes for based on your in-house project management approach.

As suggested in a recent paper to the Executive Team, which was endorsed and resulted in this short workshop:

Those companies which excel at programme and project management tend to outperform those that don't when embarking on change. In Spirax we have had a mixed history with large and small internal projects and so raising the bar on how we lead those could be an effective way to mitigate risk and enhance our performance.

Whilst there are many aspects of project management which could be addressed, one targeted opportunity that is available to us as a leadership group is to emphasise the role of Project Sponsor. This is one of the most effective levers to raising the bar of project management – ensuring that Sponsors know what they should be doing, and in particular what they should be expecting from a manager and the project process.

This workshop has been designed for project sponsors within the leadership groups of both Companies.

The objectives of the workshop are to:

- Educate Senior Level Executives on the Project Sponsor role, the 5 key project management principles and the business benefits which result
- Reach consensus on future actions to improve project performance

Pre work:

In advance of the session, you will soon receive a book called Strategies for Project Sponsorship. It would be helpful if you would look specifically at:

- pages 2-10 - What is project sponsorship?
- pages 73-99 -Working with Challenging Sponsors

Please look at the attached The Sponsorship Checklist; a list of 17 activities the sponsor should carry out.

I very much look forward to working with you.

Ron Rosenhead, Director Project Agency

Workshop outline

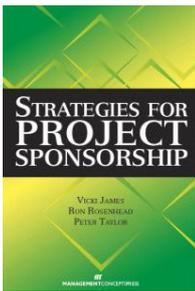
To optimise use of your time there will be two identical sessions repeated (am) and (pm) on 29 May. Session 1 will be from 0830 until 1200 and Session 2 will be from 1330 – 1700. You should by now have accepted a Meeting to attend one workshop only!

Please see below an outline of the session. Our intention is to give you an opportunity to find out about the latest thinking on project sponsorship through a range of inputs and discussions. However we also want this to be time of personal and company reflection – which includes looking at possible implementation within the company.

Course materials will be supplied including PowerPoint slides.

Outline content:

Introductions	<ul style="list-style-type: none">• To the workshop• To the workshop leader
Big stats	Some up to date research which points to a clear link between project success and active project sponsorship
So, what does the sponsor do?	We will provide you with a list of 17 key activities the sponsor should be involved with – see next page
Measuring success	A review of the statistics from 13 project management courses run by Project Agency.
How can you improve?	<ol style="list-style-type: none">I. By sponsors ensuring that 5 key principles of project management are evident in future projectsII. Developing project maturity levelsIII. Further developing the project management architecture for the business
How are sponsors chosen?	Do you need some criteria for selecting future sponsors and project managers?
Next steps	To decide on the next steps to take to move project management and project sponsorship forward.
Conclusion of workshop	



THE SPONSORSHIP CHECKLIST

- Provides direction and guidance for strategies and initiatives
- Works with the project manager to develop the project charter
- Identifies and quantifies business benefits to be achieved by successful implementation of the project
- Makes go/no-go decisions
- Evaluates the project's success upon completion
- Negotiates funding for the project
- Actively participates in the initial project planning
- Reviews and approves changes to plans, priorities, deliverables, schedule, and more
- Identifies project steering committee members
- Gains agreement among stakeholders when differences of opinion occur
- Chairs the project steering committee
- Assists the project when required (especially in an out-of-control situation) by exerting organizational authority and the ability to influence
- Helps resolve interproject boundary issues
- Supports the project manager in conflict resolution
- Advises the project manager of protocols, political issues, and potential sensitivities
- Makes the project visible within the organization
- Encourages stakeholder involvement and builds and maintains their ongoing commitment through effective communication strategies

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