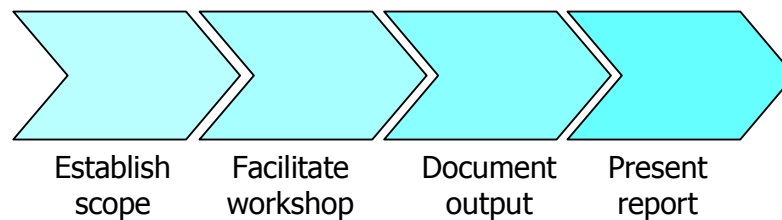


## Project Definition Workshop

The Project Definition Workshop is one of the services provided by Peter Caine – Project Consulting Ltd. (pc-pcl) to assist with the successful implementation of IT related projects and programmes from project/programme inception through to completion.



### Making a step change

When an organisation identifies the desire to make a step-change to its business it needs a project to bring about that change. A key element in the success of the project is getting it properly defined at the outset. This requires clarification and agreement by the key project stakeholders of the major elements that make up the project.

*"To fail to prepare is to prepare to fail." [1]*

The Project Definition Workshop (and its accompanying Project Definition Report) is a structured way to bring together the key people involved with the inception of the project i.e. those with an interest in or an influence over the project, and with them to define the project's purpose, content, structure and operation.

It is run as a one-day facilitated workshop, preferably off-site away from the distractions of the daily operation of the business.

### A structured approach to starting the project

The Project Definition Workshop provides a structured mechanism to initiate a project and covers the project objectives, scope, deliverables, stakeholders, governance, timescale, cost, dependencies, business benefits, potential risks and known issues. It is run as a facilitated workshop with the facilitator managing the process and the attendees providing the content.

The workshop is normally conducted as part of the project inception activity and enables a confirmation of the go/no-go decision prior to project launch. Alternatively, the same process can be used later in the project life-cycle (in which case it is sometimes called a Project Confirmation Workshop) to help validate the

project's purpose, content, structure and operation if it is perceived that the project is losing stakeholder commitment.

The output from the workshop will be a documented report for the project sponsor and project manager that will be owned by the project manager.

Process Step	Main Activity
<i>Establish Scope</i>	<i>Clarifying with the project sponsor the outline purpose of the project, the nominated project manager and the key stakeholders. Agreeing the process and timing for the workshop.</i>
<i>Facilitate Workshop</i>	<i>Running a 1-day facilitated workshop with the project sponsor, project manager and up to eight key stakeholders.</i>
<i>Document Workshop Output</i>	<i>Documenting the material captured on the flip-charts during the workshop in a Project Definition Report.</i>
<i>Present Report</i>	<i>Presenting the draft Project Definition Report to the project sponsor and project manager and handing over ownership of the Project Definition Report to the project manager.</i>

The overall timescale for a Project Definition Workshop depends on the availability of the sponsor and key stakeholders for meetings and the workshop. A typical time scale for the whole review process is around 15 working days elapsed time, however this can be reduced to 5 days if it is given high priority and diaries are cleared accordingly.

### In summary the Project Definition Workshop and associated report:

- enables the sponsor to understand all the implications of implementing a project, its priority against other projects and the likelihood of its success before committing significant levels or resource to it;
- ensures all the key stakeholders have a common understanding and agreement of the projects purpose and the expected benefits; and
- provides a mechanism to communicate the project's requirements throughout the organisation.

*This service draws on actual assignments successfully performed across a wide range of industries and for varying sizes of organisation. It would be delivered by a project management professional with over 29 years of IT and business management experience.*

*For further information please send an e-mail to [info@petercaine.co.uk](mailto:info@petercaine.co.uk) or call Peter Caine on 07850 329026*

[1. Benjamin Franklin]