

## Sponsoring and Strategically Directing Projects

**Target Audience:** Project Sponsors, Project Steering Group and Project Board members, Senior Project/Business Owners and Senior Stakeholders. If your organisation has a standard project methodology, this will be referred to during the course.

### Key Learning Outcomes

- Discover how to work effectively with the Project/Programme Manager and senior project stakeholders in steering the project to successful delivery.
- Learn what approaches and tools the Project Managers are using to plan and control projects.
- Know what to look for in assessing project health.
- Explore the use of different tools in steering multiple projects across the business.
- Improve your ability and confidence to fulfill the role of a Project Sponsor or Project Director.

### Course Delivery

- ✓ Theory: Latest best practice
- ✓ Team discussions
- ✓ Individual and group exercises
- ✓ Case studies
- ✓ Technique application practice
- ✓ Personal action planning

## Course Outline

### MORNING SESSION

#### The Sponsor Role

- The Role of the Project Sponsor
- The Sponsor/Project Manager Relationship
- Other Key Project Roles that Interface with the Sponsor Role
- The Project Governance Structure

#### Steering the Project

- Strategic, Tactical and Operational Aspects of Project/Programme Management
- Aligning the Project with Strategic Business Value
- Keeping the Focus on the Business Case
- The Stage Gate Approach – Go/No Go Decision Criteria
- Coaching the Project Manager and Keeping the Project Manager Updated
- Key Questions to Always Ask
- Considerations when External Suppliers are Involved

### AFTERNOON SESSION

#### Tracking Project Progress

- Key Documents that the Project Manager should Produce
- How to Identify Good Project Plans
- How to Assess Project Health – What is really happening on the project ?
  - Progress Against the Schedule
  - Budget Status
  - Key Risks and Issues
- Dealing with Scope Change Requests

#### High Level Planning and Tracking of Multiple Projects

- Project Roadmap
- Project Scorecards and Status Dashboards
- Dealing with Priority Conflicts Across Multiple Projects

#### Keys to Success

- Summary of Project Sponsorship Best Practices
- How to Improve Project Delivery Capability in our Organisation

**Pre-Course Work:** Completion of Pre-Course Questionnaire

**Course Material:** Includes facilitator's slides, exercise worksheets, background reading/articles and recommended books

**Ideal Number of Participants:** 9

**Maximum:** 12

**Minimum:** 4