

Regaining Control of Projects

Powerful Techniques for the Assessment and Recovery of Projects in Crisis



A large majority of projects enter criticality; however this state is recognised too late. Furthermore, "patching" up a lame project is never the answer

- Organisations need to declare when a Project is in Crisis and act Rapidly using a Formal and Structured Assessment and Recovery Process
- This course explains in detail the Project Assessment and Recovery Process and provides the most pertinent Tools & Techniques to lead a Project out of Crisis



Delegates will Explore & Learn How to:

- ❖ Conduct a Formal and Structured Assessment and Recovery Process
- ❖ Rapidly address Projects deemed in Crisis
- ❖ Use Tools & Techniques to Assess and Recover a Project out of Crisis
- ❖ Assess the root causes of identified problems, develop recommendations & implement the project recovery
- ❖ Apply Key Guidelines that address the Causes for Projects in Crisis
- ❖ Practice these Techniques in a Workshop environment in readiness for immediate use in the Workplace

This course/workshop is particularly suitable for Decision Makers, Project Managers, Leaders and Team members who wish to acquire the most effective techniques for the Assessment and Recovery of Projects in Crisis.

This course has been
Designed & Created
and is Managed & Organised by



The Course is aligned to the
Project Management Institute
Body of Knowledge



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Contents

SESSION 1

Introduction to Project Assessment & Recovery Process

- Characteristics of Projects in Crisis
- Declaring a Project in Crisis
- Variances – Key Indicators to Crisis
- Applicability and Types of Recovery
- Challenges of Project Assessment and Recovery
- Overview of Project Assessment & Recovery Process
- Importance of the Project Assessment Charter
- Project Assessment preliminary Activities

Develop the Project Assessment Plan.

- Project Assessment Plan Process Overview
- Key Assessment Focus
- Build the Project Assessment Planning Team
- Review and Analyse Critical Documentation
- Tools for Assessment Planning
- Develop the Project Assessment Plan
 - Interviews
 - Information & data collection
- Obtain Project Assessment Plan Approvals

Performance of the Project Assessment Plan

- Project Assessment Process Flow
- Assemble the Project Assessment Team
- Establish "War Room"
- Kick-off Project Assessment
- Conduct Interviews
- Collect Project Information & data
 - Project Data on Scope & Evolution
 - Project WBS
 - Project Network Diagram
 - Project Resources
 - Project Reporting: Progress, Status & Forecasting
 - Key Project Metrics
 - Management System and Control Processes
- Collate Preliminary Findings
- Summarise Preliminary Findings
- Establishing Priorities & Ranking
- Develop Preliminary Recommendations
- Validate and Finalise Recommendations
- Obtain Approvals to proceed to Project Recovery

SESSION 2

Development of the Project Recovery Plan

- Project Recovery Planning Approach
- The Focus of Recovery
- Project Recovery Strategies
 - People; Scope; Process; Product
- Project Recovery & the On-Going to Project
- Project Recovery Plan Characteristics
- Develop & Plan for High-Ranking Responses
- Identification of Remaining Work following Recovery
- Prepare the Project "Inchstone" Recovery Plan
- Develop Global Preliminary Baseline Plan
- Evolution of Project Recovery Planning
- Establish Tracking & Control Processes
- Institute Tracking Control Charts
- Implement Control Processes
- Secure Management & Sponsor Sign-offs

Implement the Project Recovery

- Overview of Project Recovery Process
- Combining Project Recovery & On-Going Project
- Implement Project Recovery Inchstone Plans
 - Track Project Recovery Inchstone Plan Implementation
 - Update Project Recovery Inchstone Plan
 - Perform Preliminary Project Plan - Baseline
- Complete Project Recovery
- Re-baseline Project post Recovery
- Produce End of Project Recovery Review Report
- Conduct Project Recovery Exit Review
- Management & Sponsor Sign-offs

Prevention Guidelines

- Preventing Troubled and Failed Projects
- Classic Errors Related to Project Issues
- Back to Basics
 - Address People Issues
 - Address Scope Issues
 - Address Process Issues
 - Address Tools Issues
- Conduct Continuous Improvement

Delegates will receive a
Comprehensive Binder
and a Certificate of Training

