Workshop Title	Activity Planning to Make Better Use of Resources
Why invest in this workshop?	Because planning enables managers to better apportion/organise workloads and identify resource constraints. It also ensures staff don't need to be micromanaged, meaning they are 28% less likely to think about leaving *(Source: Forbes.com).* Both of these things result in less recruitment headaches for HR teams.
Who is it for?	Anyone with responsibility for managing a team or allocating work to others
What output(s) will attendees learn to produce	Attendees will create an activity plan for their team to cover the next 3-6 months including Activities/Milestones/Owners plus an automated Gantt chart, progress tracker and workload balancing summary

Start Date		22/08/2017			Activity Plan								
ACTIVITY	**WHO**	**Start**	**End**	**% Progress**	**RAG Status**	22-Aug	29-Aug	05-Sep	12-Sep	19-Sep	26-Sep	03-Oct	10-Oct
Activity 1	AB	20-Aug	21-Aug	100%	Complete	0.5							
Activity 2	CD	20-Aug	21-Aug	50%	Red	2							
Activity 3	DH	20-Aug	12-Sep	0%	Amber	3	3	2	1				
Activity 4	AB	24-Sep	24-Sep	0%	Green					1			
Activity 5	CD	08-Oct	08-Oct	0%	Green						1.5		
Activity 6	DH	15-Oct	10-Nov	0%	Green								5
Activity 7	AB	15-Oct	04-Feb	0%	Green								1
Activity 8	CD	12-Nov	12-Nov	0%	Green								
Activity 9	AB	26-Nov	22-Feb	0%	Green								
Activity 10	CD	03-Sep	12-Oct	50%	Green		1	2	2	2	2	2	2
Activity 11	DH	03-Sep	03-Sep	0%	Green		1						
		Total Man-Days/Week Contingency		**10%**		8.6	11	10	9.1	8.6	5.8	9.7	12
Key:		**Total Days Available**				9	9	9	9	9	9	9	9
Milestone		Invidivdual Days	**WHO**	DH		3.9	7.2	5	2.8	0.6	0.6	0.6	6.1
Activity Man-Days		Invidivdual Holidays				0	0	0	0	0	0	0	0
Complete		Invidivdual Available				5	5	5	5	5	5	5	5

How will they produce it?

MODULE 1: Establish outcomes and produce the plan

1a (30 mins): Define the operational and improvement outcomes to be delivered

1b (1 HR): Break down outcomes into activities that can be completed by 1 person

1c (1 HR): Sequence activities to ensure timely delivery of outcomes

1d (30 mins): Establish dependencies, the critical path and contingency plans

MODULE 2: Define ownership and forecast resource requirements

2a (30 mins): Create a demand forecast and add resources needed for each activity

2b (30 mins): Assign owners based on strengths, development needs & availability

2c (30 mins): Identify and balance budget vs. resource constraints

MODULE 3: Track delivery of the plan

3a (30 mins): Add progress, RAG statuses and track actual vs. forecasted costs

3b (30 mins): Identify risks/issues that could affect its timely delivery

3c (30 mins): Develop an action log to record steps to bring the plan back on track

Format	Attendees will produce a draft plan on the wall using brown paper and post-it notes. They will then transfer that plan to an Excel-based planning template that can be used to communicate and manage the delivery of their team's workload.
Duration	1 Day (for full course) or can be broken down into modules/sub-modules as above
How Success Measured	Option to have feedback collected from team members before and 6/12 months following the course to assess if planning and organisation has improved

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Workshop Title	Use Performance Management and Reporting to Keep a Team on Track
Why invest in this workshop?	Because whilst plans and processes provide the direction for a team their delivery requires constant monitoring and intervention to ensure they remain on track
Who is it for?	Anyone with responsibility for managing a team or performance management
What output(s) will attendees learn to produce	Attendees will create a performance framework for their team that: • Collates progress reports from team members • Collects data to report against KPIs • Records actions taken to ensure plans are delivered and risks/issues managed.

Meeting Title	Team Meeting	Agenda			
Meeting Objective	Progress Review	**Item**	**Time**	**Duration**	**Session Title**
Date	24/08/17	1	10:00 10:10	00:10	Actions
Participants	DH, AB, CD, EF	2	10:10 10:25	00:15	Plan Review
		3	10:25 10:40	00:15	Risk Review

Operational Performance

| Service 2 Awareness | 📈 | IT Service 1 Contract Cost | ££ |
| Service 1 call handling Time | 🙂 | Average training days | 🙁 |

Initiatives – last/next 2 weeks

ACTIVITY	% Progress	RAG Status	29-Aug	05-Sep	12-Sep	19-Sep
Activity 1	100%	Complete				
Activity 2	50%	Red				
Activity 3	0%	Amber	3	2	1	
Activity 4	0%	Green				1

Risks / Issues

Risk Description	Owner	Prob	Impact
Risk description 12	Owner 12	M	H
Risk description 13	Owner 13	H	H
Risk description 34	Owner 34	H	H
Risk description 35	Owner 35	H	H
Risk description 99	Owner 99	L	H

Actions for next 2 weeks

Ref	Action	By Who	By When	Status
1	Make agreed updates to deliverable 14	AB	30-Apr	Not Started
2	Speak to legal team to mitigate risk 7	DH	30-Apr	Not Started

How will they produce it?

MODULE 1: Performance reporting inputs
1a (1 HR): Define performance review approach and meeting agenda
1b (1 HR): Complete individual progress reports and collate results
1c (1 HR): Record data for measures & produce charts/indicators for performance

MODULE 2: Managing progress reviews and actions
2a (30 mins): Review progress against activities and define actions for next period
2b (30 mins): Interrogate KPI issues and define actions to address them
2c (1 mins): Define risks/issues and identify actions to mitigate them

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Format	Attendees will use an Excel based template to collate reporting inputs, summarise the data in a reporting dashboard to define and manage performance
Duration	1 Day (for full course) or can be broken down into modules/sub-modules as above
How Success Measured	Option to have feedback collected from team members before and 6/12 months following the course or to compare performance metrics to assess if performance management has improved

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Project Management Training Workshops

Workshop Title	**Managing Projects that Deliver to Time, Cost and Quality Expectations**
Why invest in this workshop?	Because projects typically run 45 percent over budget and 7 percent over time, while delivering 56 percent less value than predicted
Who is it for?	Anyone involved in design, delivery or oversight of projects/programmes that wants to understand best practice without having to attend 5-day Prince 2 training
What output(s) will attendees learn to produce?	Attendees will produce a plan with the project/programme elements below and will practice completing the Planning/Organisation & Finance/Resourcing deliverables:
How will they produce it?	**MODULE 1: Project initiation – planning/organisation** **1a (30 mins): Understand the different phases and components of a project** **1b (1 HR): Complete project start-up activities: Brief/PID/Charter** **1c (1 HR): Develop a logically sequenced plan and deliverable set** **1d (30 mins): Governance set-up: RAID log, board/WBS/HPT/reporting structures** **MODULE 2: Project initiation – finance/resourcing and change management** **2a (1HR): Add budgeted resources/costs to the plan** **2b (1 HR): Draft a business case to evaluates cost vs. benefit (savings/revenues)** **2c (1 HR): Develop a business change strategy & stakeholder/communications plan**

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	MODULE 3: Design **3a (30 mins): Monitor progress and update plans, logs, RAID, reports and forecasts** **3b (1 HR): Develop AS-IS/TO-BE process maps and associated requirements** **3c (1 HR): Define change impacts, associated training needs and engage staff** **3d (30 mins): Understand technical deliverables: Specifications/Data Models** **MODULE 4: Implementation and support** **4a (30 mins): Establish go live criteria and sign-off requirements** **4b (30 mins): Develop and monitor a benefits realisation plan** **4c (1 HR): Develop training materials, evaluate readiness and adjust activities** **4d (30 mins): Understand the testing V-model & cutover/change/incident planning** **4e (30 mins): Deliver post go-live support, training follow-up and lessons learnt**
Format	Attendees will complete a mixture of paper-based project management templates in groups as well as some MS office based templates on individual laptops based on a project/programme that they expect to be involved in.
Duration	2 Days (for full course) or can be broken down into modules/sub-modules as above
How Success Measured	Comparison of anticipated benefits, timeliness and budget adherence of projects prior to and 12 months following its implementation
Course Variant	This course gives an overview and an opportunity to complete part of the associated templates. It can be tailored to IT/Non-IT projects. Alternative options are: 1. A 1-day overview of all aspects without the deliverable completion activities 2. A detailed 4-day course that dedicates a full day to each of the phases above

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