

Project Refocus

WHAT IS A PROJECT REFOCUS?

A Project Refocus is a facilitated session for when a project has got stuck or gone off track.

When to have a Project Refocus

- A project has gone off-track or deadlines are not being met
- A project has stalled
- The situation has changed
- There is a change in the remit
- There has been a change in people, e.g. the Project Leader has left

Some logistics

- Typical numbers are 10-25 but could be lower or higher
- Typical duration from ½ a day to 1 day

Who should attend?

Champion, Project Leader, team members, key players, front-line staff as appropriate, any others as appropriate.

THE PROCESS

Stage 1 - Exploratory meeting

We will hold a meeting to find out the background and story so far. If necessary (and for a typical project it normally isn't), 1-1 meetings can be held with other key individuals to find out their viewpoints.

Stage 2 - Proposal

We will prepare a proposal outlining the structure and contents of the Project Refocus.

Stage 3 - Delivery

We get all the people involved in a room together and run the session.

Stage 4 - Review meeting

Finally we will hold a review meeting, share reflections, find out what's happened since and give guidance on next steps.