

Project Refocus

What is a Project Refocus?

A Project Refocus is a facilitated session for a project that has got stuck or gone off track, or when there has been a significant change in the project.

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

Who should attend?

- Champion
- Project Leader
- Team Members
- Key Players
- Front-line staff as appropriate
- Any others as appropriate.

How we work with you

Stage 1 - Exploratory meeting - We will hold a meeting to find out the background to the project. If necessary, 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 event.

Stage 3 - Facilitation of the event - We get all the people involved in a room together and run the event. Our role on the day is to:

- Run the event on your behalf, working closely with the Project Leader
- Provide the structure
- Ensure everyone gets to contribute
- Keep participants on track
- Keep participants at the right level of detail
- Watch the time
- Watch for 'loose ends'

Stage 4 - Review meeting - Finally we will hold a review meeting to share reflections and give guidance on next steps.

Similar events

We can also facilitate the following events for you:

- Project Kick-Start - gets a project off to the best possible start
- Process Analysis Events - analyses an existing process, a key output being a Deployment Flowchart
- Project Review - reviews a completed project, particularly useful if the project concerned has been especially successful or has failed to deliver
- Customer Involvement Events - does what the name suggests

Use your own Facilitators

If we have trained Facilitators in your organisation, they can carry out this assignment for you.