

Project Kick-Starts

What is a Project Kick-Start?

Projects run in the traditional manner can take weeks and even months to get off the ground. This time is generally wasted in set up and scoping activities, in particular gathering views from different people.

A Kick-Start involves getting everyone involved in a room together, typically for ½ a day to 1 day depending on the size and complexity of the project. Typical numbers on a Kick-Start are 10-25 but could be lower or higher. Typical attendees are the Champion, Project Leader, Team members, Key Players, front-line staff and any others as appropriate.

A Kick-Start accomplishes a lot of work, saves time and has many spin-off benefits.

When to have a Project Kick-Start

- For any large or complex project
- For mission-critical projects
- When a lot of people need to be involved

The principles of kick-starting

- Obtain a wide range of involvement
- Use a structured approach and tools and techniques to ensure balanced participation
- Carry out scoping and initial planning
- Save time
- Get 'buy in' and alignment from all involved

Typical contents of a Kick-Start

- Introductions, what people want from the Kick-Start and their contribution to the project
- Briefing about and clarification of the remit
- Briefing Sessions by key individuals
- Project scoping
- Identification of actions, by who, by when
- Identification of possible problems and obstacles
- Real work as required
- Planning communications

How we work with you

Stage 1 - Exploratory meeting - We will hold a meeting with the people driving the project to find out the background, objectives, who is involved, issues and so on. 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 Kick-Start.

Stage 3 - Facilitation of the event - We get all the people involved in a room together and run the session. 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, share reflections on the Kick-Start, find out what's happened since and give guidance on next steps.

Similar events

We can also facilitate the following events for you:

- Process Analysis Events
- Customer Involvement Events
- Project Refocus
- Project Review

Use your own Facilitators

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