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 Project 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 Project 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 Project 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 and benefits of kick-starting

- Obtains a wide range of involvement
- Uses a structured approach and tools and techniques to ensure balanced participation
- Saves time
- Gets 'buy in' and alignment from all involved
- Scoping and initial planning carried out quickly, efficiently and participatively

Typical contents of a Project Kick-Start

- Introductions, what people want from the event 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 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, share reflections on the event, 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 - analyses an existing process, a key output being a Deployment Flowchart
- Project Refocus - gets a stalled or struggling project back on track
- 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.