

Synergy Management Associates

Being An Effective Sponsor / SRO

Workshop Profile

INTRODUCTION

Most modern organisations run multiple projects and change programmes at the same time as running the business on a day-to-day basis. Staff can be involved in both, and look to senior management to set their priorities. However, it is not always easy for the business to balance priorities and maintain focus over long periods.

The role of Project or Programme Sponsor / Senior Responsible Owner is fundamental to ensuring the success of any initiative, by mobilising the right resources at the right time, by directing them throughout the work, and by delivering the benefits to the business. However, Sponsors / SROs are often not well equipped to fulfil this important role, and may not understand the responsibilities it brings.

This workshop explains the role of the Sponsor / SRO, and provides a number of practical techniques for organising projects and programmes, directing them throughout their life, and monitoring their benefits. It discusses alternative approaches for large and small projects, distributed teams, and multi-disciplined staff.

WORKSHOP DESCRIPTION

This workshop provides delegates with hands-on experience of:

- Defining a Programme organisation and controls structure
- Running a Sponsoring/Steering Group
- Making go/no go decisions based on the controls information
- Identifying actions needed to reduce the risks on the programme

DELEGATE ACHIEVEMENTS

On completion, delegates will understand how to:

- Fulfil the responsibilities of a Project or Programme Sponsor / SRO
- Act effectively with the Sponsoring/Steering Group, Project Manager and Stakeholders
- Apply appropriate techniques to review Risk and Benefits delivery
- Use the controls information as a basis for strong decision making
- Describe how this approach supports industry-standards (e.g. PRINCE2, MSP)
- Begin applying these techniques on real programmes and projects

WORKSHOP TOPICS

- The role of the Sponsor / SRO
- Organising for success—Sponsoring/Steering Groups, Stakeholders and Project Teams
- Controls information—making informed decisions
- Steering Group meetings—do's and don'ts
- Balancing risk—based on status of Quality, Scope, Time and Resources

PRACTICAL WORK

This workshop uses a number of practical exercises and simulations to reinforce the techniques and concepts covered in the workshop material, in addition to numerous examples from the lecturer's own experiences of running programmes and projects.

WHO SHOULD ATTEND

Programme, Portfolio and Project Sponsors / SROs, Steering Group members, Key Stakeholders, Programme Managers

PRE-REQUISITES

Delegates should have experience of a project-oriented approach, and understand the factors that contribute to project success/failure. Ideally, they should be about to begin work on a programme.

PRE-WORKSHOP PREPARATION

Each participant should provide the lecturer with:

- their expectations for the workshop
- specific questions they need answered

WORKSHOP MATERIALS

- Course workbook
- Project-based checklists for roles and responsibilities

DURATION

One day, residential or in-house