



Celemi Cayenne™ Projects Training: Performance Driven Success

Background

“Performance Driven Success” is supplemental content to enhance the Celemi Cayenne™ project management seminar, creating a robust 2 to 3 day skill-building workshop for new project managers. This content is designed to be delivered in conjunction with a Celemi Cayenne™ simulation.

In short, “Performance Driven Success” aligns your organization’s goals, project systems, and needs. It guides your project managers in assessing current project health, and in turn, and provides learners with tools, templates, and job aids that are immediately applicable. The program answers the question, “What should we do if this is what’s needed?”

Suggested Agenda

Pre-Seminar:

1. Collaboration between program instructors and project sponsors, managers, and others to calibrate the agenda to meet your needs.
2. Project sponsors and/or leadership engage project managers in discussing learning goals and support for application of skills, tools, and processes

Seminar:

Day One	Day Two	Day Three
Introduction and Goals Celemi Cayenne™ Projects Simulation* Review and Application	Stakeholder Commitment Business Value Work and Schedule Review and Application	Scope and Teamwork Risk Assessment and Analysis Project Improvement Planning

Post – Seminar

1. Collaboration between program instructors and project sponsors, managers, and others to leverage learning and performance improvement
2. Project sponsors and/or leadership engage project managers in applying lessons learned, tools, and processes

*Refer to Celemi Cayenne™ projects simulation program brochure for more information.

Content Breakdown

The supplement and its specifics are tailored through collaboration with the client. In many cases, the client's own information, tools, job aids, forms, and processes can be re-used or re-purposed for project managers. We take a JIT approach to developing this supplement.

“Celemi Cayenne™ Performance Driven Success” requires up to 3 days’ learning time.

Performance Factor	Major Content Areas/Elements	Learning Outcomes
Stakeholders Commitment	<ul style="list-style-type: none"> <input type="checkbox"/> Define “project” for the client organization <input type="checkbox"/> Determine and discuss criteria for applying client project management methodologies <input type="checkbox"/> Discuss and apply project definition documentation <input type="checkbox"/> Discuss and apply stakeholder response to change 	<ol style="list-style-type: none"> 1. Common understanding and language for “project” and “non-project” work 2. Appropriate application of project management methodologies 3. Accelerate implementation of project management methods and project definition documentation 4. Insight into change implementation strategies and tactics
Business Value	<ul style="list-style-type: none"> <input type="checkbox"/> Collaborate with stakeholders to define business benefits <input type="checkbox"/> Apply tools and tactics for communication <input type="checkbox"/> Review sample communication plans <input type="checkbox"/> Review criteria for project authorization and project abandonment 	<ol style="list-style-type: none"> 1. Clear business benefits identified (ROI, business value, alignment with strategies, customer benefits, etc.) 2. Master a clear, step by step process for identifying business value of projects 3. Determine communication plans 4. Assess current projects and their authorization and sustainability
Work and Schedule	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss client’s project management Life Cycle or Methodology <input type="checkbox"/> Teach each other the tools and tactics of the <u>Project Management Memory Jogger</u> <input type="checkbox"/> Apply the Project Planning Checklist <input type="checkbox"/> Review popular project management software tools for planning (Microsoft Project, etc.) 	<ol style="list-style-type: none"> 1. In depth understanding of the major phases of the clients project management life cycle 2. Confidence in applying the job aids in the Project Management Memory Jogger 3. Experience and confidence in creating a project plan in collaboration with others 4. Criteria for assessing appropriateness of project management software tools
Scope Definition and Management	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss the definition of scope and the symptoms of ‘scope creep’ <input type="checkbox"/> Apply tactics for handling changes in scope 	<ol style="list-style-type: none"> 1. Clear understanding of scope, its components, and the effect of changes in scope 2. Insight into inappropriate changes in scope occur 3. Confidence in applying strategies and tactics for handling changes in scope
High Performance Project Teamwork	<ul style="list-style-type: none"> <input type="checkbox"/> Define a “team” and a “group.” <input type="checkbox"/> Build a sample team charter during a project kickoff <input type="checkbox"/> Establish team ground rules <input type="checkbox"/> Identify and apply appropriate roles within the project team 	<ol style="list-style-type: none"> 1. In-depth understanding of team vs. group 2. Skill in building team charters and ground rules 3. Application of role definitions within the project team

Performance Factor	Major Content Areas/Elements	Learning Outcomes
<i>Risk Assessment, Analysis, and Mitigation</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Assess current projects and the risks inherent in them <input type="checkbox"/> Discuss types of authority in organizations <input type="checkbox"/> Assess the role organizational politics play in project management <input type="checkbox"/> Apply risk mitigation strategies and tactics to current projects 	<ol style="list-style-type: none"> 1. Insight into current projects and their potential downside risks 2. Apply different types of authority for project managers 3. Appreciation of the strength of political issues in success of projects 4. Confidence in applying a set of risk mitigation tactics regarding a specific risk
<i>Project Close Out and Lessons Learned</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Review and assess sample communication plans <input type="checkbox"/> Determine the criteria for quality communication around projects <input type="checkbox"/> Review and apply innovative communication tactics <input type="checkbox"/> Apply a 'lessons learned' process to project wrap-up 	<ol style="list-style-type: none"> 1. Skill in systematic communication around project milestones and progress 2. Confidence in assessing current projects' communication 3. 2-3 new communication tactics to apply to current projects 4. Apply a start-stop-continue discussion (or other lessons learned tactics) to project wrap up
<i>Project Assessment and Action Planning – Next Steps</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete the Celemi Cayenne™ project assessment <input type="checkbox"/> Commit to actions over the near to medium term to improve project health 	<ol style="list-style-type: none"> 1. Insight into overall health of current projects. 2. Engagement of project leadership and stakeholders in planning and follow through 3. Commitment to specific action steps to be completed in the next 30 days

For more information on Celemi Cayenne™ Performance Driven Success, please contact MDI, Inc. at 515-292-2602 or DanTopf@MDI-Learning.com.