

Bringing a Project to a Safe Landing

Workshop Overview

The purpose of every project is delivery of goods or services to the customer, after which the project can be wound down and closed. But the lifecycle of the product only just begins at the point where the project ends. And if project output is to be used effectively, it must be integrated into ongoing operations. This often requires that there be a team available to sustain project deliverables after delivery. Many project teams hand off their deliverables to an operations / maintenance team who then assume the responsibility of supporting users, resolving after-the-project issues and dealing with maintenance requirements. The degree to which an organization is able to realize Business Value from their projects often depends critically on the quality and effectiveness of the transition from project team to operations staff. Yet, this aspect of the project often gets little or no attention from the project team.

This half-day workshop focuses on the steps necessary to prepare for and execute the handoff of project deliverables to their new home. Attendees learn:

- The product lifecycle
- How roles and responsibilities change at the end of the project
- Aspects of Transition in a typical IT project
- How to prepare for Transition
- How to effectively execute the handoff
- How to conduct a post-partum checkup
- What to report to management when it's all done
- Critical Success Factors for Transition

Who should attend

Project team members, project managers, managers and supervisors of business staff involved in integrating projects into ongoing operations or in maintenance of project output, and anyone concerned with ensuring that projects live up to their promise of Business Value.

Prerequisites

This course assumes only a minimum of experience in project work.

Course Outline

- The product lifecycle
- Overview of the Transition process
- Transition Roles and Responsibilities
- Aspects of Transition in a typical IT project
- Preparing for Transition
- Executing the handoff
- The post-partum checkup
- Reporting the results to management
- Exercises:
 - Mapping your current Transition process

Controlling Project Risk: Managing Threats and Promoting Opportunities

- Using the Transition Checklist to evaluate your current process
- Complete a Transition Plan for an ongoing project
- Critical Success Factors for Transition

Learning Approach

- A highly experienced instructor will use interactive lecture format, numerous hands-on exercises and group discussions to drive home the essential points of this material
- We will build on your prior experience in this topic, while providing you with a structure and vocabulary to use in future organizational change engagements.
- If you have modest project management knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.
- You will receive a Student Guide which will help you follow the material, take notes and retain what you learned so that you can apply it on your job.

Why should I take this course?

- This course explains how to effectively prepare for the transition from project to ongoing operations.
- Attendees take home a whole new set of tools and techniques that can make them more effective in their work.
- Project Teams actively engaged in a project can effectively use this workshop to do the planning for Transition in their project.

Cost and Availability

Please refer to our website for current pricing and availability

<http://www.cvr-it.com>

Licensing

This course is available under license to qualified Training Providers. We deliver a full set of courseware materials including instructor slides, instructor manual and student guide. Train the Trainer instruction is available to ensure that all providers adhere to the same high level of course delivery. For more information, contact us at

info@cvr-it.com