

projectstarter.kit

Welcome

Set designed welcome sheet, welcome to participants, site of workshop, location, time, moderator

Taskboard

Taskboard, prepare agenda items on Post-its and work through them in a structured way

Tasks	In progress	done

Project Rules

Rules of the project, meeting rules for electronic devices, protocol deadlines etc.

Warm Up

Get to know each other, breaking a sign of rest, describe the respective method, what is your role in the company, why in this project, experience

What happened so far?

Know/like transfer to the participants, max. 3-4 key statements
What happened before the project? What decisions have already been made?
What problems is to be solved by the project?
Why this project? (Describe the benefits of the project in max. 3-4 key statements)

Project goals

Key questions that the goal must answer: What is the purpose of the project?
What is different at the end of the project than at the beginning?
Measurement criteria: How can we tell that we have achieved the project goals?
How are we able to measure that?

Goals:

Measurement criteria:

Project goals

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Measurement criteria:

Objects of Consideration

Key questions: Which results do we need to achieve the project goal?
Which will we need to be able to achieve the results? What do we not have yet?

Consideration objects plan: Delivery objects, results and intermediate results, recommendation drawings, e.g. concrete rules, working processes, concepts, documents, marketing, training, hardware...

WBS

Key questions: Which work packages do we need per phase to realize the project results?

Work Breakdown Structure: Most common phases: project management, design, planning, programming, implementation, evaluation, implementation, testing, commissioning, acceptance.

WP-Specification

Work package specification: What activities need to be done in a work package in order to realize the decomposition of the WP?
Which activities do we definitely not do in this work package? Important: Coordination of the non-contents arising from the WP within the project.
Cross check in the consideration objects plan! Do we find all results from the WP in the WP plan?
Which result is available and when to which performance program?

Content:

Non-Content:

Results:

Performance Progress:

Responsibility (incl. Effort in PD)

Dependencies to other WPs:

Milestone plan

Central events in the project process, predetermined or then, important for the steering in the team, events distributed each before a controlling date.
Typical milestones can be project start, ... concept accepted, release for ... graphics, no decisions, no communication accepted, project accepted

WBS	Milestone	Planned Date

Stakeholder-Analysis-Chart

Key questions: Who has expectations of our project or who do we have expectations of?
Stakeholder-Analysis-Chart: People, groups of people, organizations with influence on the project or affected by project outcomes - assessment positive and negative expectations - clustering (project internal and project external environments).

Interne Umwelten

Externe Umwelten

Stakeholder-Analysis-Relationships

Key question: How can we promote positive expectations or positively influence negative expectations?
Stakeholder-Analysis-Table: description of the relationship - expectation of project/interest for the project - action planning to shape the relationship - WBS code for WP in which the action is implemented.

Stakeholder	Expectations	Measures	Responsibility

Risk analysis

Risk analysis: Pr: Probability of occurrence (low/medium/high), Imp: Impact of the occurrence (low/medium/high), Cause of risk: knowledge/why what events can a deviation occur?

Nr.	Risk	Deviation	Pr	Imp	Measures	Responsibility

Risk matrix

Procedure: Identify risks - assess risks - consider plan risk measures (preventive & corrective) - implement measures
Evaluation of identified high risks in a risk table
Risk identification: Which events promote, delay, or prevent the achievement of the project objectives?

	low	medium	high
high			
medium			
low			

Dependencies Analysis

Key questions: Which results of other projects are we dependent on? Which projects are affected by the results of our project?
Which key resources of our project work in other projects and where?
Relationships to other projects: Resource dependency or project dependency, timing & description of dependencies

Dependent Projects

Projekt

Dependent Plans

Communication plan

Meeting structure: When regular meetings/forms of communication do we need in the project? Who participates - who doesn't? How often? How often? What day of the week is it at what time?

Name	Goal/Content	Participants	Frequency

ToDo's

To-Do list: responsibility during the workshop (able to do it, no To-Do responsibility for person not present)
To-Do list: Who does what by when? Possibly with whom? Only one person responsible for each task!

Topic pool

Use sheet during the workshop, all topics that still need to be clarified open points, visible to all, at the end of the workshop, cross check what has already been clarified, what has not been clarified - To-Do list with responsibility and date

About the workshop

When leaving the workshop, what are we going to tell others about it? Which contents are to be kept confidential?