PROGRESSING YOUR IMPROVEMENT PROJECT

Tuesday 27 February 09.45 – 16.15	Friday 2 March, 09.45 - 16.15
Central London – venue to be confirmed	Central Manchester – venue to be confirmed

This workshop will draw upon principles of project and programme management, to help anyone who wants to progress their improvement or change project using the discipline and structure that such principles can offer, but without using a formal project management methodology. It will assume that participants change and improvement ideas are fairly well formed but that they want to progress them to the "delivery" phase. It will also be useful for those who feel that their projects are "stuck", and it will offer ideas, tools and techniques, for unblocking them. Participants will also receive a short guide to using such tools back at work.

Time	Stage	Description	Tool / Technique
09.45	Welcome, overview and forming "Share and Apply" Groups	We will give an overview of the day, and ask you to form small "*Share and Apply*" groups (of 3-4 people), based on the type of projects you have in mind.	In framing the day, we will remind you of the **Health and Care Change Model**, and the **Model for Improvement**. We will introduce the basic principles of project and programme management
10.15	Stage 1 : *Frameworks to structure your approach and inform your strategy*	We will facilitate you in two activities, which we have found help give projects the firm foundations they require	1. **Developing a Blueprint** – ways to "pin down" your Vision and aspirations, in order to help people understand what you are asking them to commit to 2. **Developing a Project Charter** – using a template to establish the basic structure of your approach – the processes and people required
11.00	**Refreshments**		
11.15	Stage 2 : *Tools to help make your project happen*	We will offer two tools that we have found help engage people, and provide clarity. We will suggest that one or two people from each *Share and Apply* group, attend one session, and another one or two attend the other session. The sessions will explain the process, give you a bit of practice in using them, and some materials to help you use the tool / technique back at work	1. **Process Mapping** – a technique to clarify processes, in an engaging way 2. **The RASCI matrix** – a way of clarifying the roles you require of people
12.00	Share and Apply	We will ask the *Share and Apply* groups to reconvene, to share what they have learned, and briefly consider its potential application to their projects	
12.30	**Lunch**		

13.15	Stage 3 : *Tools to understand "problems", identify issues*	We will offer two tools that we have found helpful in understanding problems you might encounter	1. **Force Field Analysis** – a way of understanding what issues that are affecting your progress 2. **Risk Analysis and Issue management** – a way of considering potential risks, which might become issues, and preparing for them
14.00	Share and Apply	As above	
14.15	Stage 4 : *Tools to Help Unblock*	We will offer two techniques that the people we work with find helpful in unblocking problems, and engaging people to contribute	1. **Six Thinking Hats** – an engaging way of encouraging different mindsets 2. **Communicating to Engage Using Motivational Values** - understanding that people are motivated in different ways, to help inform how you engage them
15.00	Share and Apply	As above	
15.15		**Refreshments**	
15.30	Surgery	A "surgery" type session to help tackle issue(s) that participants wish to "pitch" for help with	
16.15		Summary and Close	