

Course Description and Outline

How to Maximize Value as a Sponsor: Easier Working with Information Technology AMS1058

7 Professional Development Units

Overview

This seminar discusses the role and responsibilities of the Project Sponsor. We identify how you can best support your Projects and Project Managers by taking an active role in your projects. We also cover some specific behaviors for Project Sponsors to avoid. Target audience is anyone who may be in a position to sponsor or otherwise provide information to a project.

In order to maximize the impact of the development, project management, and business analysis efforts of OCC, we are conducting a series of Executive Seminars on “How to Maximize Value as a Sponsor: Easier Working with Information Technology.”

The seminars are intended to educate current and actual sponsors, as well as their direct reports, on best practices to make the most from their role as Sponsor and/or subject matter experts (SMEs). The seminars are also geared toward those who provide information, direction, and opinions, such SMEs and those responsible for any portion of or deliverables from a technical effort.

Intended for business unit executives, directors, and senior managers, with or without project management or technical management in their backgrounds, this seminar lays out a model for powerful interaction with and guidance to business and technical project managers or other leaders. It will also benefit information technology leaders from executives to project leads. At the completion of the training, participants will understand the role of and be able to be an effective project sponsor.



Sample Outline:

1. Be able to provide guidance to project sponsors and SMEs in their organizations
2. Understand the roles of project sponsors and SMEs
 - a. *[Key Deliverable(s):]* Communication Matrix (Roles & Responsibilities)
3. Sponsor and influence the outcome of projects
4. Recognize the importance of defining how, when, and how much support to commit to a project
 - a. Scope Management Plan
 - b. Schedule
5. Know what information and work products to expect from project managers before, during and at the conclusion of a project
 - a. Project Management Plan (Project processes, etc.)
 - b. Project Documents
6. Be familiar with typical pitfalls of project management and sponsorship
 - a. Communication Plan
 - b. Scope Statement
 - c. Requirements Document(s)
7. Take on the executive role to promote best practices such as consistency
 - a. Project Management Plan
 - b. Status Reporting (Base on decision needs)

There will likely be additional topics and questions that come up during the first few deliveries. Based upon these first deliveries, the content and emphasis can be adapted for optimal use of time.

Format

This seminar is highly interactive and adaptive to participant's interests and needs. A discussion approach is used and is accompanied by individual and team exercises. The coverage is practical, intense and designed to impart usable skills for each participant.

Delivery Options

Duration

1 Day

Who Should Attend

Those who should attend include business unit executives, directors, and senior managers, with or without project management or technical management backgrounds. It will also benefit information technology leaders from executives to project leads.