One-day Project Startup

Example agenda for a PSU of one day (or two half-days)

Every PSU is different – after years of experience, we can say that with certainty! So a good intake is very important for a successful meeting. Still, it can help to consult an example of common PSU agendas.

AGENDA

9:00 Arrival

9:10 Welcome by the project manager or sponsor

- Getting to know ... and explaining the facilitator's role
- Programme and purpose of the PSU by the facilitator
- Check-in and introductions of the participants
- Optional: round of Concerns and Commitments (what are you concerned about and what are you looking forward to).

9:30 Collective intake with the sponsor

- A short introduction by the sponsor on the importance of the project and its urgency
- Round of questions and answers

10:00 Break

10:10 Working on the project definition

- The team splits up (into subgroups) to note down together, on a flip chart (or Miro board), the components of the project definition and any questions.

11:00 Break

11:10 Reviewing the project definition. Is it complete?

- Discussing questions and concerns
- Reporting back to the sponsor

12:30 Lunch

13:30 Activity planning

- The participants build a shared overview for the coming period (with sticky notes, possibly on flip charts or a Miro board) using creative structuring. The aim is to get an overview.

14:30 Break

14:40 Discussing coherence and completeness

15:10 Staffing the activities: everyone signs up for activities.

- Discussing what is needed to get the whole project properly staffed; where are the gaps?
- Appointing leads where needed?

16:00 Agreements on further elaboration and the next steps.

17:00 End (with drinks and snacks)