Two-day Project Startup

Example agenda for a PSU of two 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.

DIFFERENCE FROM THE ONE-DAY PSU

The programme of the first day is usually almost the same as that of a one-day PSU. An exception may be when the project definition requires a great deal of elaboration in subgroups. In that case, the morning programme of the one-day PSU can take up a whole day. The second day is then mainly filled with the activity plans, which will then also be more extensive. If this is not the case, the agenda for a two-day PSU could look like this:

AGENDA FOR DAY 1

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)

AGENDA FOR DAY 2

9:00 Welcome and looking back

9:15 Reviewing the schedule as a whole

- Where do schedules need to be aligned with each other?
- Setting milestones
- Proposed schedule for alignment with the project team as a whole and with the sponsor

10:30 Making a force field analysis

- Drawing up a list of the main stakeholders
- Discussing in subgroups: energy and attitude towards the project
- Mapping the main risks
- Determining activities and action owners.

11:30 Plenary discussion of risks and actions

- Adding actions to the schedule.

12:30 Lunch

13:30 Preparing for the sponsor's arrival

14:00 Presenting the outcomes to the sponsor

- Sharpened project definition and any questions
- Outline activity planning
- Force field analysis and actions
- Agreements on the follow-up

15:00 Break

15:15 Organisation and information

- Plenary: discussing the composition and organisation of project groups (the project manager makes a proposal, project members add to it)
- In small groups: listing wishes and making proposals: How will we keep each other informed: shared storage, use of apps, use of email.
- Plenary: discussing the proposals and making agreements.

16:00 What next?

- Agreements on working out the plan, next meeting: risk analysis, etc.

16:45 Farewell and drinks.

NOTES