

Project Refocus

When to have a Project Refocus

- A project has gone off-track or deadlines are not being met
- A project has stalled
- The situation has changed
- There is a change of organisational strategy
- There is a change in the remit
- External factors
- There has been a change in key people, e.g. the Project Leader has left

Who should attend?

- Champion
- Project Leader
- Facilitator (runs the day on behalf of the Project Leader and Champion)
- Team members
- Key players
- Front-line staff as appropriate
- Any others as appropriate

Some logistics

- Typical numbers are 10-25 but could be lower or higher
- Typical duration from ½ a day to 1 day

Typical contents

- (1) Introductions, what people want to achieve and involvement to date
- (2) Briefing about and clarification of the remit
- (3) Briefing sessions - work carried out so far and current situation
- (4) Review session and scoping of next steps
- (5) Identification of actions, by who, by when

Using a Facilitator

A Project Refocus run using a **UIMPROVE** Facilitator will always be more productive and effective than one that has no facilitation. The Facilitator will:

- (1) Meet with the Project Leader before the Project Refocus to plan it
- (2) On the day, run the Project Refocus working closely with the Project Leader
- (3) Meet with the Project Leader after the Project Refocus to review and make recommendations