



# PROJECT MANAGEMENT FOR BUSINESS PARTNERS

*Driving successful change initiatives across the organization*

## Agenda items

## The relevance for a business partner

## Participants will be able to...

1

### PLAN THE INITIATIVE

Failing to plan is planning to fail.

Creating and communicating a solid plan and establishing engagement and buy-in is a pre-requisite for successful change. We will introduce a checklist and templates that help business partners create and communicate plans. The group will practice project planning and stakeholder engagement on a specific case.

- Define SMART project objectives and success criteria.
- Use Work Breakdown Structure to create project plans centred around deliverables.
- Create a stakeholder engagement plan.
- Mobilise and engage the right resources.

2

### DRIVE EXECUTION

Leveraging agile principles to drive collaborative execution.

As a project manager, you need to ensure that everybody delivers on the plan and handle issues as they occur. We introduce agile steering principles to drive progress, which enhance collaboration and minimize reporting. Using role play, we will practice running stand-up status meetings with project participants.

- Run planning meeting with project team to ensure buy-in and accept.
- Drive progress through short stand-ups, visual project controls and a clear escalation process.
- Report progress to key stakeholders.

3

### ENSURE ANCHORING AND BENEFIT REALISATION

Did we achieve what we set out to do?

At the end of an initiative, a project manager must ensure:

- The change is properly anchored in the organization.
- Benefits are realized.

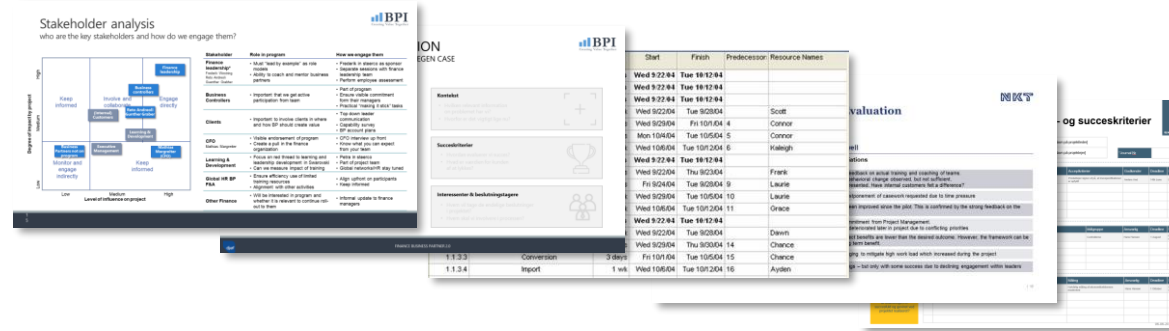
Furthermore, you should capture learnings from the work and feed it into future projects. At the training, we will introduce a project closure checklist and benefit realization template and practice the use of it.

- Create benefit realisation plans and ensure accountability for them in the organisation.
- Run project closure meeting.
- Build key learnings into new initiatives.
- Update a value log.



## YOUR TOOL BOX

What you will take home



A complete project management toolbox tailored to Finance, with easy to use check lists and templates that will help you plan and execute small and large changes.



Kanban board to drive stand-up meetings



## MAKING IT STICK

How we ensure taking learnings from classroom into practical use.

### Find actual project

- Identify a real life project to work with.
- Reflect on success in driving change in the organization today.

Before

### Practice

- Fun, engaging and rewarding training, where we practice the use of the toolkit on an actual case.

At the training

### Execute own project

- All participants solve a real life project.
- Feedback and sparring on progress..

After the training



**MICHAEL BÜLOW**  
Partner in BPI



Michael is a former consultant and certified project manager and has successfully driven many large and small projects.

The project management toolbox has been equally important supporting Michael in his role as a Finance leader.



**BENITA ULRICHS NILSSON**  
Partner in BPI



Benita is a seasoned finance professional with a background as a finance leader and management consultant.

Benita has worked with projects her entire career and will share from a wealth of stories and experiences.



**TRAINERS**  
Your facilitators



1-2 days