

Dot voting (Welcome Board warm-up exercise):

4. Using dots to vote: which sign is the funniest?

Next up: **voting**. During the workshop, instead of going into long discussions, we might use dot-voting to gather your views on topics. So, give it a go now. Copy the red dot to the right, then hover your mouse where you want to place it, then paste to cast your vote.

Which sign do you find the funniest?

Click to select me, then copy me!

(Voting area)

(Voting area)

(Voting area)

Paste one dot under the funniest sign. :)

Dot voting:

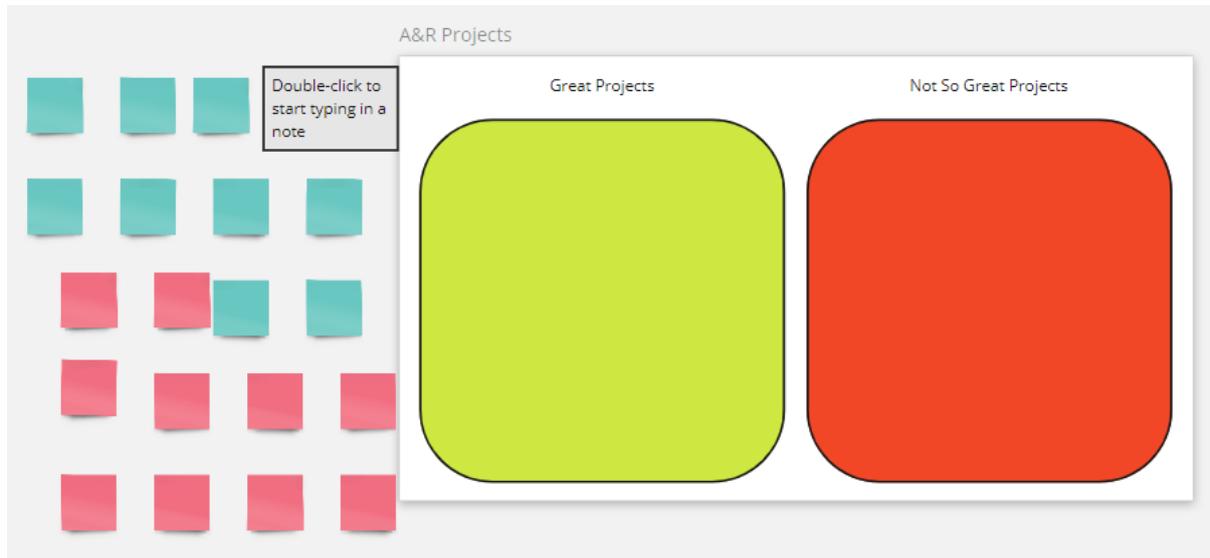
Knowledge & skills

If you had to pick one set of skills, which is the most critical for project success?

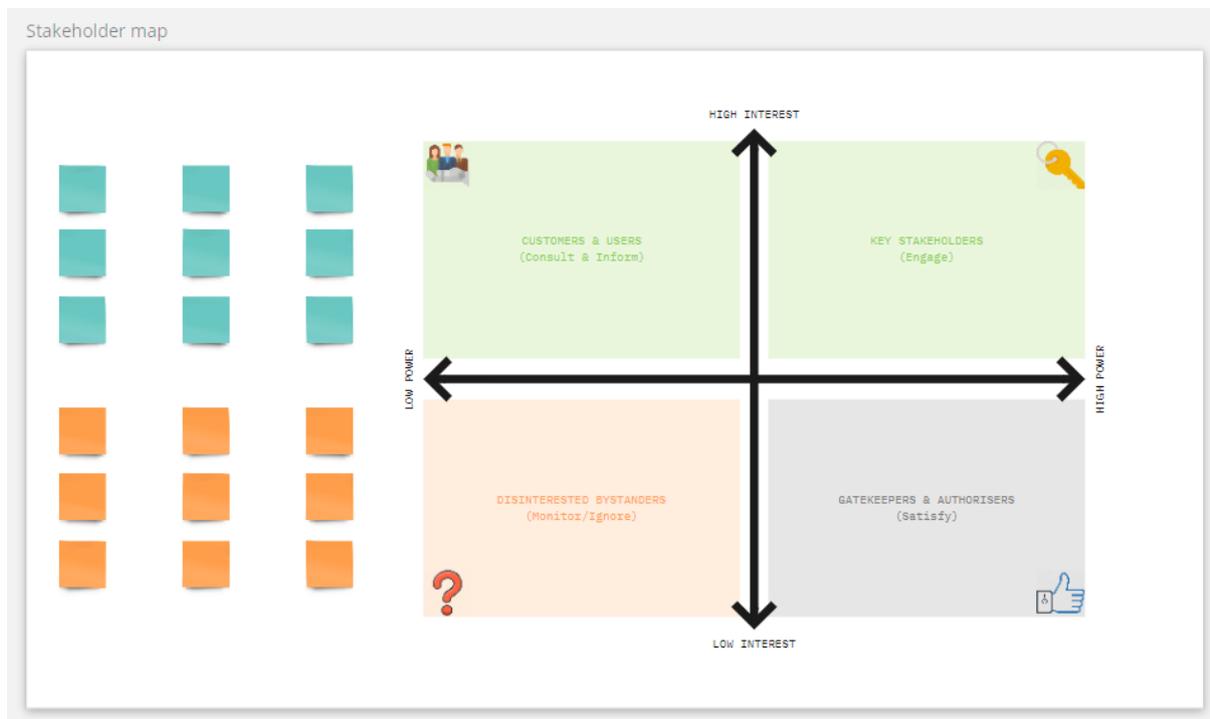
Grab 1 dot and vote

- Working with Stakeholders
- Managing the project process
- Applying relevant tools

Pair of breakouts (2 groups in breakout rooms working on 1 slide – half work in Green, half work in Red):



Whole group exercise (Build a Stakeholder Map):



Pair of breakouts (2 groups in breakout rooms working on 1 slide – half work in top, half work in bottom to develop mitigating actions for risks brainstormed in the left column):

Mitigating actions

Please write your mitigating actions on stickies

Risks	Preventative Actions	Contingency Actions

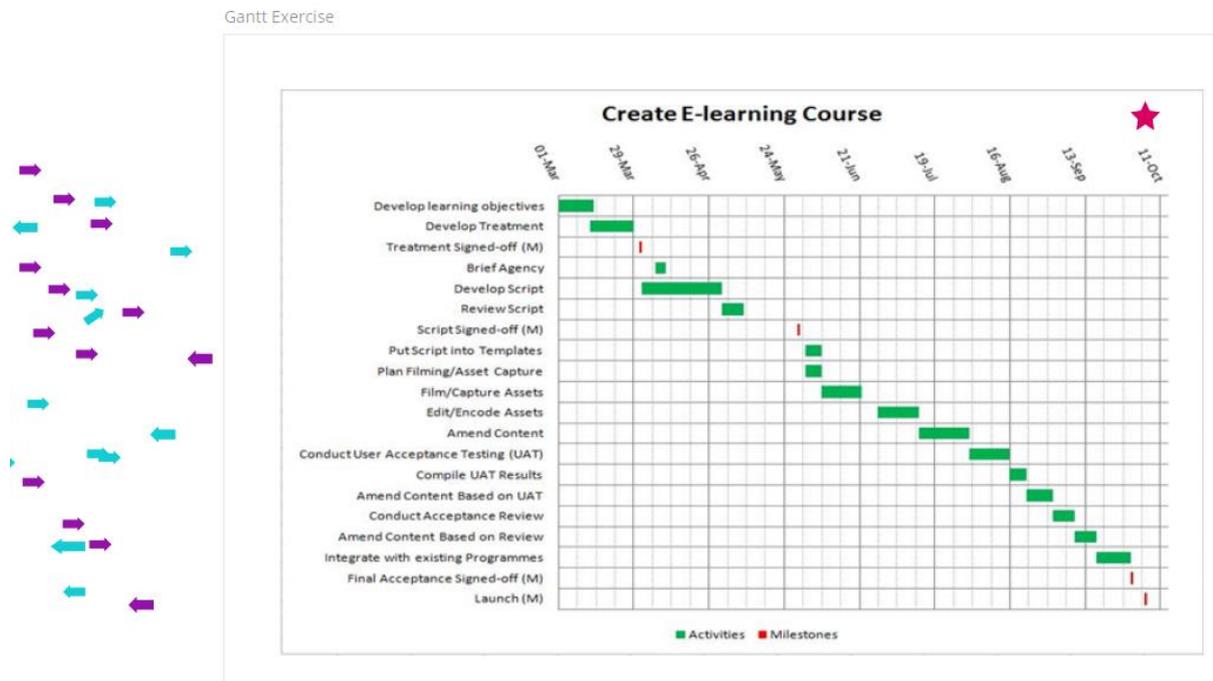
Pair of breakouts (2 groups in breakout rooms working on 1 slide – half work in columns 1 & 2, half work in columns 3 & 4 to move pre-prepared items to plan a project kick-off):

Kick-off meeting exercise

Kick-off meeting

	Clear purpose	Defined outputs	Timed agenda	Agreed resources
Essential				
Desireable				
Not appropriate				
Move the stickers to the area you think is appropriate	<ul style="list-style-type: none"> Clarify the purpose of the meeting and the objectives to be achieved Identify the key stakeholders and their roles Define the scope and objectives of the project Identify the key risks and mitigation strategies 	<ul style="list-style-type: none"> Identify the key deliverables and milestones Define the roles and responsibilities of the team Identify the key risks and mitigation strategies Define the communication plan Identify the key stakeholders and their roles 	<ul style="list-style-type: none"> Define the key milestones and deadlines Identify the key risks and mitigation strategies Define the communication plan Identify the key stakeholders and their roles 	<ul style="list-style-type: none"> Identify the key resources and their roles Define the communication plan Identify the key stakeholders and their roles

Pair of breakouts (2 groups in breakout rooms working on 1 slide – blue team and purple team critique a project plan – move the arrows to point at potential issues):



Multiple choice quiz (individuals move a purple star into the correct answer box):

Quiz

	Objective Y/N	Benefit Y/N	Deliverable Y/N	Scope Y/N	SMART Objective?
A new Staff Handbook describing the latest HR Policies and Procedures					
To reduce the time taken to produce a report from 2 weeks to 3 days					
Improved usability of the customer advice pages on the website					
Reduced errors on expense claims and therefore faster payment					

Individual brainstorming (Sailboat exercise):

