

End of Day 2 - Reflections

Purpose: Identify how you will use what you have learned on your projects

Process:

1. Reflect on the topics covered today.
2. Think about which project management processes will improve your projects and how to get your team involved in using them.

Participation: Individually

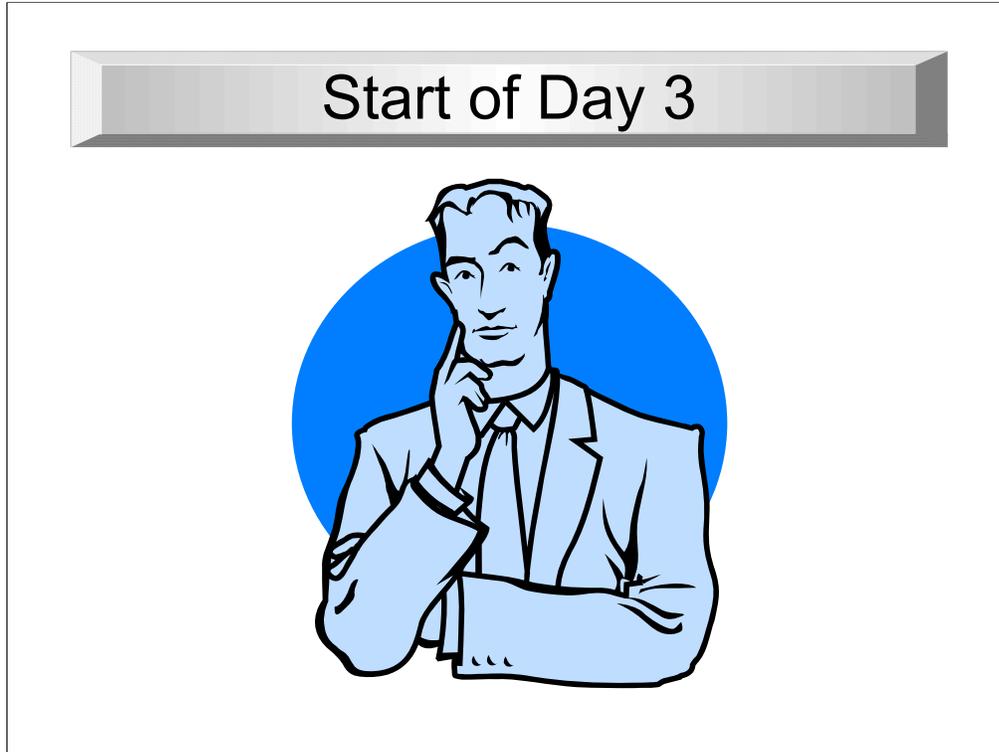
Product: At least one thing you will start doing and one thing you will stop doing on your project. Write down your ideas on page 66 of the Learning Log.



End of Day 2 Reflections

At the end of the first day, give the class five minutes to individually reflect on the topics covered today and identify what they will stop doing and what they will start doing as a project manager.

Ask the participants to think about which project management processes will improve their projects and how they will get their team involved in using them.



Ask participants to recall some of the topics covered on Day 2.

PM Strongest Link

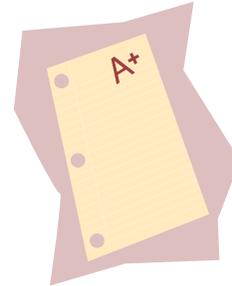
Purpose: To better remember the learning from the previous two days.

Process:

- Create 5 questions you will ask another team – 15 minutes
- Conduct quiz show
- Award points for correct answers
- Deduct points for unreasonable questions

Participation: Teams

Product: List of 5 questions



Team Re-cap Quiz

30 minutes

Purpose - Build team spirit at same time as consolidating learning.

Materials - Flip chart and colored pens.

Task - Create and/or answer questions about the course content

Description

- Tell teams that are going to hold a quiz on the learning from the last session/day/whole course etc.
- Ask everyone to close their Learning Logs and Case Study Books and put them on the floor (along with any other materials)
- Indicate that there is a small problem with this quiz namely we don't have any questions
- Ask teams to come up with 5 questions per team on things about the learning from the session/day/course which they think the other teams have not picked up on. Allow teams about 10 minutes to create their questions.
- Get each table to ask one of their questions to another table e.g. Table 1 to Table 2, Table 2 to Table 3 etc.

Notes

- Care required that questions are content focused and not irrelevant for the sake of trying to make them difficult.
- Subtract points for arguing with the judges, for unreasonable questions (and other reasons you can think of).

PMF Agenda

Day 3

AM

- Module 8 Understanding Change Management
- Module 9 Executing and Controlling a Project

PM

- Module 9 Seven Keys Simulation
- Module 10 Project Reviews and The 7 Keys
- Module 11 Closing the Project
- Module 12 Course Wrap-up and Exam



Remind participants of the agenda for Day 3.