

Failing to plan is planning to fail!

At PM Academy we advocate the alignment of all projects to the organisation's strategic vision. Without clarity on the organisation's vision, objectives and goals, projects are destined not to deliver the desired business benefits. We offer world class facilitator services to assist organisations during the planning process.

To ensure that you accurately define the scope, schedule, budget and goals on your next project let PM Academy assist you in planning your next project. Together with your project team and key stakeholders, PM Academy facilitates project planning sessions to get your projects planned right first time, every time.



Contact us:

Tel: +267 73 25 8907

E-mail: consulting@pmacademy.co.bw

Website: www.pmacademy.co.bw

Programme and Project Facilitation

Our 6 Step PPFacilitate Methodology used when conducting Programme & Project Facilitation



- ✓ **Confirm Scope and Sign Contract:** We confirm and finalise the Strategic Planning Facilitation Scope, the execution approach, requirements and timelines for the facilitation. Facilitation delivery contracts are prepared and signed by both parties.
- ✓ **Facilitation Planning:** Our methodology ensures that all parties are prepared in advance for the strategic planning session. We meet with key stakeholders to get a thorough understanding of the environment and objectives for the strategic planning workshop. A Strategic Planning Facilitation plan is articulated and all documentation is signed-off by the client and PM Academy.
- ✓ **Conduct Facilitation:** Based on our 6 step PPFacilitate methodology the Strategic Planning sessions are facilitated with the identified programme or project stakeholders. The sessions are conducted using a variety of tools and techniques obtaining the maximum participation from attendees and keeping the sessions focussed on delivering on the objectives.
- ✓ **Compile Draft Documents:** We formalise the required documents and ensure that all requirements are adhered to.
- ✓ **Agree Draft Report:** The draft Strategic Planning documentation is distributed, presented, discussed and agreed with management and stakeholders. This confirms relevance, accuracy and ensures strategic buy-it.
- ✓ **Handover and Closure:** The final Strategic Planning documentation is formally handed over to the client. The assignment is formally closed.

About PM Academy

PM Academy South Africa was established in 2005 and expanded their service offerings to Botswana by establishing a Botswana company in 2016. The strategic vision is to provide world class professional project management training, consulting and recruitment to the local and international markets.

PM Academy has a wealth of experience and we have successfully completed projects, training and recruitment throughout Africa.

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