

Project	<project name>	Project Mobilisation Workshop
Date	<date>	
Timing	<start and finish times>	
Venue	<location>	
Attendees	<attendee names>	
Apologies	<names>	
Facilitator	<name>	

Today's objectives

- ✓ To mobilise the project and get buy-in from the key stakeholders to the High Level Plan
- ✓ **in a way that** clarifies the project's overall goal, scope and objectives, defines and agrees key Milestones and Responsibilities for achieving them, confirms the project delivery approach and defines project governance and ways-of-working
- ✓ **so that** the project moves ahead with committed team and stakeholders

Outcomes from workshop

- ✓ Consensus on High Level Plan for the project (first-cut Milestone Plan)
- ✓ Consensus on roles and responsibilities for the project
- ✓ Agreed ways-of-working and project governance

Today's agenda

ID	Topic	Led by	Duration
1	Introduction, today's objectives and personal introductions	Facilitator	15 - 30 mins
2	Project Background : business imperative, context, vision, work completed to date, lessons learned and key decisions taken	Sponsor	15 – 30 mins
3	Project objectives : required outcomes and success criteria, scope	Project Manager	30 - 60 mins
4	End-game : agreeing the final Milestone of the project	Facilitator	20 - 40 mins
5	High level plan : Milestones	Facilitator	60 – 90 mins
6	<i>Break - lunch</i>		
7	High level plan : Roles and Responsibilities	Facilitator	45 - 90 mins
8	Planning assumptions, risks and countermeasures	Facilitator	15 – 30 mins
9	Project Governance : ways-of-working, tracking and communications	Facilitator	30 – 60 mins
10	Actions to complete the mobilisation	Facilitator	20 – 40 mins
11	Wrap up and next session	Project Manager	10 - 20 mins