

# **Planning Process Group Artifacts**

## 5.3 Define Scope

### 5.3.3 Facilitated Workshops (Tools and Techniques)

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**5.3.3 Facilitated Workshops (Tools and Techniques):** This is an essay describing and explaining facilitate workshops where stakeholders can get an idea on scope baselines, requirements and performance.

The PMBOK states that facilitated workshops are focused sessions that bring key stakeholders together to define product requirements. These workshops are a primary technique for quickly defining cross-functional requirements and reconciling differences (PMI, 2013).

In my work organization, these workshops take place on a timed schedule at the maintenance group monthly stand-up meeting. The board room is filled with all key personnel that contributes directly to fixing broken aircraft on the ramp. The meeting consists of the commanders, supervisors, chiefs, and subject matter experts, to include civilian contractors that assist in meeting the maintenance group's goals. Most everyone knows what is expected of them when these meetings occurs, however when a new project arises and changes needs to be implemented, these meetings get turned quickly into a facilitated workshop. It is a kick-off meeting that creates a stakeholder register on the spot. Supervision will reiterate groups responsibilities and hand out tasks. This can be controversial at times, because everyone can speak freely at these meetings. If these workshops did not take place or it was passed off to email traffic, the project would indefinitely fail. These meetings or workshops prioritize objectives as well as hold individual stakeholders accountable.

### **Reference List**

Project Management Institute. (2013). *A Guide to the Project Management Body of Knowledge* (PMBOK Guide, 5<sup>th</sup> ed) Newton Square, PA: PMI Inc.