

Project
Management
Series

PROJECT CHARTER REVIEW

Beyond Managing Single-Time Efforts

Tryon and Associates' **MANAGING SINGLE-TIME EFFORTS** seminar is a proven and popular way to introduce your people to a formal Project Management Framework. The most significant topic from the course is the creation of a *Project Charter* to initiate a project.

While the seminar provides comprehensive training on the content and organization of a Project Charter, first-time authors are often unsure of their initial efforts. Seminar attendees often leave the classroom enthusiastic and eager to apply their new knowledge. However, because these ideas are unfamiliar, your people may become confused and even stop trying to apply their training. The application of seminar topics may become inconsistent and isolated in your organization.

Tryon and Associates can help your people survive these early doubts with a mentoring session called a **PROJECT CHARTER REVIEW**. This one-day event is typically scheduled two to three months following the seminar experience.

Immediately following the class, attendees are assigned projects by their management and asked to write a Project Charter, either individually or as a team.

Those Project Charters are emailed to *Tryon and Associates* where they are carefully evaluated. Following a short general session, each author(s) meets one-on-one with a *Tryon and Associates* advisor who reviews the Project Charter with the author(s).

A PROJECT CHARTER REVIEW session can be highly beneficial...

For your Project Mangers as it...

- Validates good practices and helps them avoid common problems
- Corrects and clarifies misunderstandings of seminar content
- Gives them the confidence to more forward with their project
- Allows them to become mentors for other projects

For your total organization as it...

- Encourages consistency in both format and content
- Recognizes internal Project Charters that may be use as examples for future projects
- Prevents the spread of flawed or misleading interpretations

PROJECT CHARTER REVIEWS are a very important compliment to the seminar experience. It adds to the classroom training by providing personal knowledge transfer on a project your people know best ... their own.

Participants

The participants for a **PROJECT CHARTER REVIEW** are...

- **PROJECT CHARTER AUTHOR(S)** - Session participants should include the primary author(s) of the document. Multiple members of a Project Team are welcome to attend the review of their Project Charter.
- **REVIEWER** – A *Tryon and Associates* instructor will come on-site to a location of your choice.
- **PROJECT OFFICE REPRESENTATIVE** – As one goal for the **PROJECT CHARTER REVIEW** is to encourage on-going, repeatable practices, the review should be attended by a person who will provide assistance to future Project Teams. During the Personal Reviews, they will observe common questions and responses. This will enable them to provide future guidance to your organization.

Format

Following the **MANAGING SINGLE-TIME EFFORTS** seminar, people in the class are asked by their management to write a Project Charter for an assigned project. Once the students are comfortable with their Project Charter, the documents are emailed to *Tryon and Associates* in either Microsoft Word or Adobe PDF format. A *Tryon and Associates* instructor will review each Project Charter, adding observations and suggestions. All Project Charters planned for review should be emailed at least one week prior to the review session.

While each **PROJECT CHARTER REVIEW** may be customized to the needs of your organization. The most common format includes...

- **GENERAL SESSION** – Typically lasting less than one hour, the review leader from *Tryon and Associates* explains the intent and general format for the **PROJECT CHARTER REVIEW**. General trends found in the submitted documents are explained. This session alleviates many of the participants' concerns with the proceedings.
- **PERSONAL REVIEWS** – The author(s) of each Project Charter should be allotted approximately 45 minutes with the reviewer. The reviewer will provide the author(s) with a copy of the Project Charter along with their notations. The reviewer walks the author(s) through the comments providing background information. The author(s) is encouraged to ask questions during this session. If the reviewer found a specific problem area, they will work with the author(s) to refine their document.
- **FINAL WRAP-UP** – When all of the Personal Reviews are complete, the *Tryon and Associates* reviewer meets with members of your management to answer questions and suggest follow-up activities. Discussions may include the value of additional training or the content of a Project Repository.

Duration

The number of submitted Project Charters will determine the actual length of a **PROJECT CHARTER REVIEW**. It is reasonable to schedule Personal Reviews for approximately eight Project Charters in one day.

Scheduling and Pricing

A complete price quote for your **PROJECT CHARTER REVIEW** will be provided on request. The sessions are billed at the established *Tryon and Associates* consulting rate plus any travel expenses.

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