

Briefing Guidelines

Process Planning Event

This is a list of topics you might want to include in your Briefing. It is not the intention that you should include each and every one of these.

- (1) Who you are and your role in the project
- (2) Which management team set up and is steering the project, who the Champion and Project Leader are
- (3) Explain the areas you are going to cover
- (4) If there are other people also carrying out a Briefing, say how what you are going to say fits in with what they will cover
- (5) Background to the project and where it came from, especially which strategy it fits under
- (6) Why and how those present have been selected to be involved
- (7) Why the project is important (to the organisation, to the customers, to others)
- (8) Key issues the project must tackle
- (9) A brief overview of the Project Remit:
 - (a) Objectives
 - (b) Scope, inclusions, exclusions
 - (c) Timescales and milestones
 - (d) Interdependencies with other work or projects
- (10) Any other relevant background information or data
- (11) The story so far, where the project has got to, key pieces of work that have been done, conclusions from the Project Kick-Start, who has been involved, any sticking points
- (12) An overview of the process(es) to be planned
- (13) Any previous experience you have of Process Planning Events and any lessons learned as a result
- (14) Any advice about participating
- (15) What you would like to see by the end of the event
- (16) Finish by recapping what you have covered

Notes

Any Briefing always has far more impact if key points are presented on flipchart. Use PowerPoint as an alternative only if you have pictures or graphs to show. The Briefing is followed by Reflections which will include an opportunity to ask questions so only answer points of clarification.

Time

Discuss this with your Facilitator but ideally no more than 30 minutes.