



Workshop Evaluation Summary

MANAGING BY PROJECT Pacificorp, Wilsonville, OR February 20-22, 2007

These are the comments and ratings from the 17 participants who gave permission for publication. Minor editing was undertaken only to protect individual personalities. The original evaluation forms are available for perusal. Some questions were not answered by all respondents. General comments are not included, as they mostly mirror answers to question 1.

1. Please give us, in just a few words, your overall impression of the workshop.

- This was a fun workshop that had the right mix of concepts and application. Well delivered.
- Very good presentation of all information. To work with the tools was good.
- Great tools to effectively use in the workplace. Can be flexible enough for most job positions/application.
- It was relevant, well organized, and provided excellent tools. The instructor helped facilitate the learning.
- Very good hands on work. The whole class was participating, I could easily compare to my actual work.
- Excellent. Good interaction – maintained interest.
- It's very helpful to have the simulation and work in groups because you learn from the exercise and from your group.
- Enough instruction with good simulation.
- Instructor did a very good job and encouraged participation from the group.
- Very good workshop! Would like to see a project other than an IT project. Can relate more to a substation/power plant project or a more general project.
- Having the Guide (instructor) for the simulation was important. Great Fun!
- It was fun and full of learning on multiple levels. The tool was very integral to the learning process.
- Very informative and practical. The project simulation was very useful.
- Great info and learning tools.
- Simulation was very good – using scheduling tools to update schedule progress.
- Good program, good teacher, great resources.
- Good information, quick pace – very useful.
- Good workshop. Liked the hands on!
- Workshop was great.

There are a number of objectives we seek to meet with each workshop, but there are **two key objectives** which we always aim to achieve. Please rate the level of your achievement against the following by marking the continuum somewhere between 1 and 5.

2. To what extent do you believe you can now:

a) organize and lead a project team?

The group achieved a mean score of **3.88**.

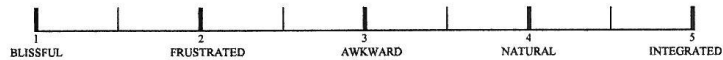
This question is scored on a 5 point Likert scale. A score of 3 is the benchmark for acceptable skills transfer.

b) use fundamental project management principles and tools?

The group achieved a mean score of **4.03**.

This question is scored on a 5 point Likert scale. A score of 3 is the benchmark for acceptable skills transfer.

3. Please mark how you feel about your project management skills. Place an "S" (Start) to indicate how you felt before this workshop and an "F" (Finish) to indicate how you feel now.



The mean "Before" Score, using the 5 point Likert scale was **2.16**.

The mean "After" Score, using the 5 point Likert scale was **3.83**

This question relates to the "Stages of Learning" we undertake in skills development, moving from left to right. Most training leaves participants at the "Frustrated" or, occasionally, "Awkward" stages. These results indicate that for most participants the knowledge has translated into real skills acquisition.

4. What is the value of the workshop to you:

a) in your current job

The group's mean rating was **3.53**.

This question is scored on a 5 point Likert scale. A score above 3 indicates a high value.

b) in your future career

The group's mean rating was **4.52**.

This question is scored on a 5 point Likert scale. Again, this rating is very high.

5. How was the *pace* of the course for you? Mark your estimate on the scale.

The group's mean rating was **3.14**.

This question is scored on a double ended 5 point Likert scale, with 1 as slow, 5 as fast and 3 as "ideal". It is our preference to get a rating slightly above 3.0, because it simulates the discomfort felt by all facing change. This score indicates that some in the workshop would have preferred more time to complete the project.

6. Was the *depth of content* suitable for your experience? Please check the appropriate box.

Respondents answered as follows:

YES	NO
15	0

7. Please rate the facilitators/guides, on both facilitation skills and knowledge by checking points along the continuum.

We are meticulous in the way we train our facilitators and guides and have high expectations of ratings in this area. On this workshop, our expectations were met:

Facilitation Skills:

The group's mean rating of the facilitator was **4.61** out of a possible 5.

Knowledge:

The group's mean rating of the facilitator was **4.62** out of a possible 5.

Milestone Management Consultants OVERALL ASSESSMENT

This workshop achieved or exceeded expectations in all areas. The "My Learning" individual feedback sheets showed a depth of understanding about the key issues and an ability and preparedness to act on these. Feedback from the facilitator indicated that the major learning outcomes were achieved or exceeded.



**MANAGING BY PROJECT
Pacifcorp, Wilsonville, OR
February 20-22, 2007**

Workshop participants were asked to identify their key learning and the short and long term application of their new knowledge and skills. Here is a compilation of what the workshop participants reported.

The most useful tools learned . . .

- Key Performance Indicators, KPI's, and other charts help keep organized
- Bar Chart and Network Diagram for project reporting
- Helpful to construct and manage a schedule and network diagram
- Helpful to have practice allocating manpower to project activities
- Gantt and network charts
- Forecasting timelines for projects
- Tracking by KPI
- Use bar charts and network charts to track the progress of project
- Using KPI's and how to apply these to most any type of project
- Bar chart and network diagram were useful – creating appropriate KPI's can also aid in focusing the project
- How to forecast needs for future activities
- Visual tools for project measurement
- KPI, network diagram, bar chart and communication
- Combining timeline with resources

The most useful knowledge learned . . .

- Remember to forecast needs
- Manage the project in a 3 week window
- Manage and train personnel to get activities effectively complete
- Importance of involving the customer
- Teamwork is a must-have for project efficiency
- Customer/project interface
- Use KPI's to drive behavior
- KPI tracking
- The effects of not planning for resources
- Scheduling people and resources to effectively manage change on projects
- Tracking resources is as important as tracking schedule and budget
- That I can work on projects and understand the complexities of them

- How to use Project Management tools
- The critical path must be watched
- Importance of planning processes on a new project
- How to adapt to scope changes and identify a critical path
- Managing resources

What I'll apply next week . . .

- Using a network chart
- Managing resources and schedule
- Work breakdown and schedule creation
- I will use network diagrams on my projects, I've never used them before
- Integration of PM tools into my work activities
- Set up a schedule for current projects
- Organization and tracking of projects
- Bar charts and network diagrams to gain a handle on several activities I am involved with
- Re-evaluate schedules for projects
- Work with my team using more communication
- Create network diagram for long term goals/projects this year
- Identify work breakdown structure for each project and identify measurable milestones
- Forecast my work
- KPI reporting
- Better foresight into the value of training early on
- Better communication with the customer
- Summarize the course information and share with upper management
- Create gantt charts

What I'll do in the long term . . .

- Incorporate all tools to become more effective
- Use PM tools introduced in the class
- Reward team members for positive contribution
- Communicate proactively with the customer
- Provide training early on if required
- Resource leveling
- Be a better manager and keep on task
- Use KPI's to track progress of my projects
- Integrate skills learned into all activities and share info with all I work with
- Share this course information, communicate more effectively with team

- Track progress more effectively
- Continue to learn and use the tools gathered in this course
- Apply PM terms and skills – prepare for PMP certification
- Project Management
- Use all information learned to complete projects efficiently
- Keep up with what I have learned, keep in practice
- Work better in teams and scheduling team activities
- Continue to use Network diagram, bar chart and KPI's for future projects
- Use all new tools and knowledge
- Apply skills learned during class