Action Planning Workshop

Align the Product Team and Jump Start Your Transformation

v24.04

How much time do you spend putting out fires instead of being strategic? How do you know if you have the right people working on the right tasks and activities? How efficient are your processes, and are they really as important as they seem? Find out the answers to all this and prepare for the future with Pragmatic Institute's Action Planning Workshop.

This workshop helps your team clearly understand the activities you're focusing on and whether they are, in fact, the most important. Identify performance gaps that are keeping you from succeeding. Outline roles and responsibilities so you can confidently assign new tasks in the future. Make a plan for improving your processes and skills as needed. Gain greater efficiency throughout your team, and watch it spread to the rest of your organization.

TOTAL HOURS

7.5

KNOWLEDGE SHARING:
30%

ACTIVE APPLICATION:
40%

DISCUSSION AND REFLECTION:
30%

WORKSHOP PREREQUISITE:
FOUNDATIONS

WORKSHOP OBJECTIVES

MAIN OBJECTIVE: Align teams by creating clear definitions for each product role, and evaluate current capabilities and efforts to measure against.

Define and Assign Each Activity

- Understand each activity's definition and assign a primary owner for each activity on the Pragmatic Framework.

Prioritize Activities

- Determine which activities are going to have the most impact on your organization, and create a plan to keep them front-of-mind.

Align Teams

- Improve efficiencies and communications by aligning each team in your organization along the same goals and roles.

Future Planning

- Create a specific action plan to tackle the gaps identified and capitalize on the opportunities uncovered.

WORKSHOP TOOLS

- Gap Analysis Worksheet
- Mapping Roles to Titles Results
- Current Activity Ownership / Assessment & Future Activity Ownership and Importance Results
- Identification of Key Activities of Focus and Action Plan Results

WORKSHOP MODULES

Mapping Roles to Titles – Focus on roles rather than titles to bring clarity to the ownership of activities in the Pragmatic Framework. Every organization has different roles that own the various activities on the framework and there may be different understanding of various roles, even within the same organization. The first exercise focuses on identifying the roles in your organization and how your titles map to those roles.

Current Activity Ownership and Assessment – Set a foundational benchmark for the company. Where do your product teams spend their time currently? Identify your strengths and areas for improvement. We will guide you through an exercise to create a baseline, enabling you to track progress and measure improvements effectively.

Future Activity Ownership and Importance – Bring teams into alignment. We aim to reduce internal conflicts and enhance efficiencies by assigning clear ownership of future activities, based on the roles identified in the initial exercise.

Identification of Key Activities – Our expert instructors will lead your team through the Pragmatic Framework activity heatmap generated from the initial exercises. You will emerge with a clear set of top priorities for your team to focus on.

WORKSHOP REQUIREMENTS/EVALUATION

Students are required to participate in active application exercises and group discussions. Upon completion of this workshop, students will have moved from the knowledge of workshop materials to cognition and application relative to understanding the roles across the product team. They will further demonstrate an keen awareness of the activities critical to business success.