

# Work Process Reengineering Workshop

*The Work Process Reengineering Workshop is designed to help your organization establish a project process. When following an established, disciplined work process and good project practices, costs are reduced. IPA has unique knowledge of the practices that have resulted in successful and unsuccessful implementation of work processes, and has a history of implementing successful metrics programs. IPA pioneered the development of the five-stage capital work process that is now employed by the most capital-effective companies in the process industries.*

The workshop materials are based on the cumulative findings of more than 20 years of research. IPA maintains proprietary databases of information on projects executed by more than 300 companies. IPA uses these databases to conduct quantitative research focused on the drivers of project success. This seminar integrates key aspects of this body of knowledge into a single workshop.

## Key Benefits

- ▶ **UNDERSTAND** the project system's current strengths and weaknesses, or the "As Is" state of the project system
- ▶ **ANALYZE** the gaps between the "As Is" system and the optimal system
- ▶ **INTEGRATE** Best Practices for capital effectiveness with the specific needs of your organization
- ▶ **RECEIVE** a Roadmap of the project process, customized for your organization

## Workshop Format

The *Work Process Reengineering Workshop* is based on IPA research and facilitated by experienced IPA staff. Facilitators are experienced in project analysis and have worked extensively with project professionals to improve their results.

## Holding a Workshop

For pricing and information on how to hold a *Work Process Reengineering Workshop* for your organization, contact the IPA Institute at 703-729-8300 or via email at [IPAInstitute@ipaglobal.com](mailto:IPAInstitute@ipaglobal.com).

*The IPA Institute is recognized as a registered education provider with the Project Management Institute (PMI).*

## Workshop Location

The *Work Process Reengineering Workshop* can be conducted either at an organization's facility or at a nearby conference center. The IPA Institute strongly recommends an off-site location to allow participants to focus on the workshop activities.

*Certificates with the number of course hours will be*



*distributed to attendees to attain PDUs and continuing education credits.*

## Target Audience

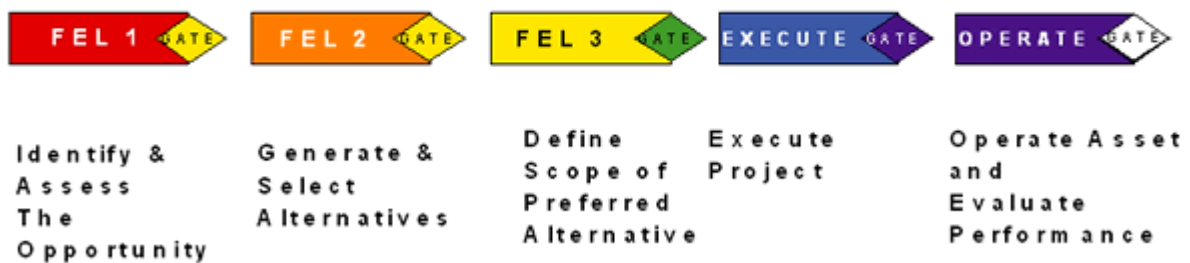
The workshop should include representatives from all functions involved in the capital project process. Each function must be represented by those who have an in-depth knowledge of the currently used process, and by leaders who are empowered to implement change. To ensure interaction among participants, the optimal workshop size is between 15 to 20 participants. We recommend that a subset of participants be identified in advance to consolidate the results of the workshop with the FEL Roadmap and checklists produced in the workshop.

## Workshop Content

The *Work Process Reengineering Workshop* must be customized to a specific project system. The first step to understanding the project process is to identify the strengths and weaknesses of the organization's capital project process and to assess how competitive that process is relative to that of other project systems. This, then, forms the basis from which an improved project process can be developed.

The workshop includes classic process mapping activities supplemented by IPA's specific expertise in capital project areas, and knowledge of the organization's project practices and performance. Although each workshop's activities will be customized to specific organization needs, most workshops typically include mapping the current process, identifying deliverables for meeting new project system requirements, defining a map for implementing the new project process, and developing an implementation plan.

### Structured Project Process



#### "As Is" Process Evaluation

- Facilitate detailed analysis of the current project process, the "As Is" process
- Highlight the major activities, decision points, and interfaces in the current work process
- Present gaps, redundancies, and other issues with the current process

#### Identify Gaps Between "As Is" and Best Practices

- Development of an improved project process based on the identified gaps between the current process and optimal process

#### Development of "Should" Roadmap

- Presentation on important activities needed for effective capital project systems as identified in IPA research
- Generate a precedence map to identify the activities necessary to prepare for completing deliverables for each key decision gate
- Produce a generic roadmap that reflects activities needed at each stage

#### Identify Deliverables at Each Decision Gate

- Discuss the key deliverables at each stage of the process and list the required deliverables for each project phase
- Identify tools that can be used to complete the deliverables

#### Implementation

- How to successfully implement the work process changes that have been presented