**Project Management workshop for Habitat for Humanity South Africa**

Participants: Neil Watson (facilitator), Theo Stewart, Leanne Scott (supervisors), Salisha Launton, Thembi Sithole, and *other relevant HabitatSA members*

Proposed Structure of Workshop:

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| *Event*Introductions Introduction to a “project management framework”Statement of objective of workshop (Why are we here?)Post-it sessionSummary | *Description*Salisha to introduce Neil, Theo and LeanneNeil to provide a brief overview of his PhD research and the purpose of the collaboration with HabitatSomeone from Habitat to provide a brief summary of Habitat’s vision/mission, and the status of current projects that Habitat is managingShort presentation by Neil, outlining what a project management framework is and how it guides the management of projects Neil to explain why participants are here, the objective of the workshop (*to come out with a broad overview of a project management framework that will serve as a guide/checklist for managing projects*)If necessary, explain how a post-it session is conductedNeil to facilitate session. Key questions to be discussed are:* Why does Habitat need/want a project management framework?
* What are the objectives of having such a framework?
* What are the challenges that Habitat faces in managing projects?
* Where are the weak “links” in Habitats current project management?
* What are the most common risks Habitat has encountered in managing projects (also what risks does Habitat anticipate facing with new projects in the near future)?
* What strategies/action-steps exist to cope with these risks?

Summarize:* Objectives of framework
* Issues and risks that framework would need to address
* Specific areas where framework will prove useful in immediate future (i.e. the weak “links” of Habitats project management)

Conclude with explanation of the way forward from here:* We will reflect on session and provide feedback within two weeks
* Future workshops with objective of designing framework
* Our involvement in reviewing Habitat’s previous projects in order to inform the design of the framework
* Encourage participants to take note of challenges they face in upcoming weeks, as well as any other ideas they may have for framework, and to bring those to next workshop
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