**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 session  Summary | *Description*  Salisha to introduce Neil, Theo and Leanne  Neil to provide a brief overview of his PhD research and the purpose of the collaboration with Habitat  Someone from Habitat to provide a brief summary of Habitat’s vision/mission, and the status of current projects that Habitat is managing  Short 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 conducted  Neil 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 |