

# Choosing a Project for your Emerging Talent Programme

## Checklist and 'POISED' for Success Model

It's important to fully understand any problem before investing resources in creating a solution. At Acacia Coaching and Development, we use a 6-step process to ensure that we fully understand the problem and required outcomes for any programme.

This approach can also be used to identify potential projects for your Emerging Talent programme. Ideally the project will run the full length of the programme and be completed within a couple of months following the end of the programme, at the latest.



This comes with a **warning!** When you ask an organisation to suggest potential projects to support your Emerging Talent programme, you may be inundated with lots of 'projects' that people want to get off their desk, when in fact these are not projects, they are things that people are trying to shift your way. No, No, No! The following definition, checklist and approach will help you avoid this trap and only take on genuine business projects!

### Definition

A project is **temporary** in that it has a defined beginning and end in time, and therefore defined scope and resources. And a project is **unique** in that it is not a routine operation, but a specific set of operations designed to accomplish a singular goal.

[www.pmi.org/about/learn-about-pmi/what-is-project-management](http://www.pmi.org/about/learn-about-pmi/what-is-project-management)

## Project Checklist

	Yes	No
Is there a clear sponsor for this project?		
Is there a defined scope i.e. what are you going to do and more importantly not do?		
Does it have a defined beginning and end date?		
Do you have allocated resources (budget, people, time)?		
Does it fall outside of routine operational tasks i.e. not something that happens regularly?		

## POISED for Success

Every successful project starts with good questions. Ask loads. Be curious, be bold. Don't just take on a project without finding out more. Dare to go where no one has before... questions, questions, questions! Be clear on deadlines, expectations, outcomes, resources, stakeholders, how much authority you do/don't have, milestones, levels of control, risks and so much more.

Our 'POISED for Success' model can be used to find out about your project, it is the start of unveiling what may be ahead. Either complete it with your key stakeholder or ask them to complete it and return it to you, either way it's just the beginning.

1. **Problem** – provide a brief outline of your project, what problem are you trying to solve, what is the business need for this project?
2. **Observations / Options** – what options have you considered to resolve this problem or improve this area of the business?
3. **Impact** – what is the impact if the project is not implemented, what are the risks of doing nothing?
4. **Solution** – think about the desired outcome, what will things look like once the project has been delivered successfully?
5. **Evidence** of change – what evidence will you and others start to see, that demonstrates the project is working?
6. **Demonstrating** long term results – what will be the long term results of the project on business performance and how will this be measured?