Imperial College London

Estates Development & Projects
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Workshop Guide (How to undertake PPR meeting)

Required Preparation:
- Issue PPR preparation guide to all parties
- Issue PPR Questionnaire
- Evaluate PPR Questionnaire responses

Excel spread sheet

Required Tools:
- Flip Chart
- Questionnaire Results
- Workshop Agenda
- Coloured stickers or pens

Workshop Agenda:

- Introduction
- Project start-up and Design phase
- Procurement and Construction
- Handover, Operation & User Perspective
- Key Lessons Learnt
- Wrap-up

- Short Introduction

- Applies to all sections
- Encourage group discussion from which significant areas are captured
- Start to ask for 'Positives'
- Assist with results from questionnaire if required
- Move on to 'Do Different'
- Direct conversation onto topics of survey results
- Aim for balance of number of items under each heading
- Capture/record outcomes on flip chart
- To conclude each section – attendees are to independently vote for those areas/items they consider the most important/significant – by applying coloured stickers to their 'top three' or 'top two' – depending on project
- Repeat process for each of the three sections

- Applies to each section
- Aim to establish key lessons learnt - Project Successes & Areas for Improvement
- To be shared with others
- The 'top' issues from each section to be examined in greater detail considering the
  - Key Issue & Impact
  - Lesson Learnt
  - Possible Action to be taken

Summarise outcomes from workshop and provide initial appraisal of project success/impression

Prepare and issue **PPR Outcome Report**