

Workshop summary

In the workshop summary, the consultant summarises for him/herself the results of the workshop conducted in Step 5 (using, if necessary, the workshop report). This is necessary in order to gain an overview of the stakeholders' acceptance of the different project options, as well as to make a note of any new issues that emerged and can be important for the project manager.

If feasible in terms of time and other resources, it is also recommended that the consultant discuss these issues with the project manager (e.g., over the phone or by e-mail) in an informal manner, to see what impression the workshop has made on the project manager. The summary can also be made immediately after the Step 5 workshop together with the project manager, if all the necessary information is available (i.e., voting for options have not been postponed to after the workshop).

The following questions can be used to make a summary of the workshop:

What was the overall response of the stakeholders to the PM vision and project variations presented at the workshop?

- Were the responses consistent (between and within stakeholder groups)?

What new options/strategic action lines were suggested?

- How wide a support did these suggestions gain at the workshop? (i.e, if voting was used at the workshop, how many votes for and against did each option gain?)
- In particular, what were the stakeholders opposing each option and what were their reasons for opposition?

What new issues or stakeholders emerged?

- including issues/stakeholders for the short and long term?

What were the main outcomes of the workshop?

- including open and unresolved questions?