# Measurement and Analysis Workshop

## 3 day Workshop

| MANAGE BY FACT TO ENSURE BUSINESS SUCCESS |
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| All business teams encounter risks, problems, and issues in their daily work.  Some are matters of business strategy, some project-related, some are concerns of daily business operations.  In most cases, there are  needs for information to assess progress to  goals, monitor achievement of key performance or service level indicators, and/or understand a current situation.  Making sound management requires facts, based on sound measurement and reporting of supporting data. |

**Description**:

The Measurement Workshop is ideal for business leaders, project managers, technical leads, process groups,  or Project Management Office (PMO) members, and any others responsible for handling measures.  Through the activities of the workshop, participants identify the key information needs, determine where to gather relevant data from the work being done, specify how to analyze the data, and learn to build graphs and reports that meet management needs.  An executive sponsor is often involved at the beginning of the workshop to set expectations and again at several points throughout the workshop to review the planned approach.

Workshop facilitators leverage their experience working with a number of organizations on tailoring measures to their needs, as well as industry best practices.  A primary resource is the industry approach to measurement found in the ISO measurement standard (15939), the Measurement and Analysis Process Area of Capability Maturity Model® Integration (CMMI®), and the Practical Software and Systems Measurement (PSM) approach.

In facilitated sessions, participants use provided templates and examples to develop their own measurement program.  Each workshop can be tailored to an organization's needs, and generally includes pre-and post-workshop activities.  Prior to the workshop sessions, the facilitator gathers background information about the needs.  After the sessions, the facilitator often reviews progress with the measurement program, answering questions and helping adjust measures or reports as needed.

**Topics:**
- Best Practices and Principles of Measurement
- Identifying Information Needs
- Specifying Measures
- Analyzing and Reporting Results
- Establishing the Measurement Program
- Evaluating Measurement

**Who Should Attend:**
Business leaders, project managers, technical leads, process group members, PMO members

**Deliverables of the Workshop:**
Documented goals and needs, definitions of measures and reports, implementation plan

**Maximum class size:**  15

**Professional Development Credits:**
2.1 Continuing Education Units  (CEU)

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