Setting up a programme or project 'war room'

A programme (or project) 'war room' might also be called a control/command/situation room. It can be a highly effective tool, depending on how it is set up and used. For some, it is a meeting space, for others it is where the programme (or project) work is done. This brief guidance is intended to help programmes and projects design a useful 'war room' space.

1. Be clear about its purpose

   (Provide a highly effective communication space…? Improve collaboration and integration across a complex programme…? Make it easy for everyone to stay informed…? Improve the speed and quality of decision-making…?)

2. Be clear about its primary users/audience

   (Project leaders, all project team members, key stakeholders, visitors…?)

3. Determine a simple and succinct set of 'rules' for the room

4. Create a real estate map of the room to decide what visual information will be displayed where, this *may* include:

   - Rules of the war room

   - A Kanban board or similar (use moveable icons and/or avatars to show important info; e.g. decision required, danger/issue, blocked/unable to progress, the responsible person etc)

   - The critical path

   - Change/outcome performance

   - Project status updates

   - Financial status / budget tracking

   - Issues board

   - Risks board

   - Process maps

   - Geographical maps

   - Photos of relevant locations, equipment or people

   - Building or facility floor plans or photos

   - Wireframes (for technical information)

   - Announcements

   - Blank spaces for new concept ideas/discussions

TIPS:

Use a combination of electronic screens, whiteboards and areas for posters

Keep visual displays up-to-date and meaningful — avoid unimportant clutter

Have fun with it!