

Course Title: PROJECT MANAGEMENT

Duration : 2 days

This highly practical introductory course provides you with all the essential skills, tools and techniques that you'll need to support you in your project management role. The course concentrates on the practical techniques that you can apply directly to your own workplace.

This course is focused on exploring the fundamental principles of successful project management and incorporates a number of easy to apply, effective tools and techniques.

These techniques when applied in the workplace, will allow the attendees to become more confident and competent in managing a project.

A number of easy to use checklists and templates are also included.

At end of the course, participants will have:

- Knowledge of organisational behaviour issues that impact on project success.
- Knowledge of feasibility and risk management.
- Knowledge of project planning and control techniques to complete projects on time and to budget.
- Understanding key factors in forming and managing successful project teams
- Understanding of the application of motivational theories that enable project teams to perform.
- Understanding of the communication management and project reporting techniques required to ensure successful project completion.

Start Time	Key Objectives of Session	Detailed content of the Session	Min	Process
9.30	Introductions	Introduce programme overview of the 2 days outlining what will be covered; ensure that candidates identify their personal objectives and expectations.	30	
10.00	Understand the nature and characteristics of project management.	<p>What is a Project?</p> <ul style="list-style-type: none"> Defining what we mean by project working and how it differs from everyday activities. Understanding why projects fail – and what to watch out for! 	30	<ul style="list-style-type: none"> Evaluate and discuss various approaches to project management in the context of the management of all types of organisational change. Discuss projects individuals have been involved with in the past and look for patterns in the way they were executed. Draw on the experiences of some of the delegates who may have a more direct role in project management.
10.30	Understand the importance of having clear aims and objectives for the project	<ul style="list-style-type: none"> How to clearly define a project: the acid tests! Setting and agreeing objectives, scope and constraints Understand the need to balance between the forces of Cost, Time and Performance when defining project objectives Recognising the need for project governance 	30	<ul style="list-style-type: none"> Understand how Project objectives can be developed using a Quad Chart. <p>Followed by Group exercise:</p> <ul style="list-style-type: none"> Delegates will be divided into groups for an exercise and asked to describe a project with which they have been associated using the techniques described.
11.00	Understand that a project progresses through a number of defined phases during its life cycle.	<ul style="list-style-type: none"> Determining a structured approach to managing projects - the project life cycle. 	20	<ul style="list-style-type: none"> Analyse and evaluate a variety of theories and principles relating to the management of a project's life cycle.

11.20	Undertake a Stakeholder analysis exercise	<ul style="list-style-type: none"> • The role of the project Sponsor, Project manager and other key stakeholders • The importance of evaluating the role played by the various stakeholders in the project process. • Effective management of Stakeholders. 	80	<ul style="list-style-type: none"> • Delegates will be introduced to the role of the Project Sponsor. • They will then be encouraged to evaluate the importance of clarifying Sponsor requirements early in the project life cycle. • Practical case studies will be used to outline techniques available for evaluating and managing the influences exerted by various project stakeholders <p>Followed by Group exercise: Delegates will be divided into groups for an exercise evaluating the Influence, Interest and Attitude of the various Stakeholders,</p>
12.30		Lunch	45	
13.15	Understand the importance of selecting the best project option.	<ul style="list-style-type: none"> • How to make time and cost estimates more credible and realistic • Defining and delivering against agreed quality expectations 	45	Review the various techniques available for choosing the best project option and thus minimising the risk associated with the project.
14.00	Understand the process of Project planning : part 1	<p>Planning a Project Part 1</p> <ul style="list-style-type: none"> • Risk management tools and techniques available to avoid surprises: including Failure Mode and Effect Analysis (F.M.E.A.). • How risk management techniques help provide a better definition of detailed project objectives. • How the efficiency of the project process can be improved by developing an effective Work Breakdown Structure • How these techniques provide a basis for monitoring and controlling work done within the project. 	90	<p>Explain how effective planning of a project using these techniques will contribute:</p> <ul style="list-style-type: none"> • To eliminate or reduce uncertainty associated with the project. • Recognise the need for project governance • How Work Breakdown Structures help develop better control of budgets and timescales. <p>Two practical exercises will be used to illustrate how a work structure breakdown and Risk management can help effect better planning of a project.</p>

15.30	Understand the role of the Project Manager and the Project team.	<ul style="list-style-type: none"> • Discuss characteristics and attributes required of a successful Project manager • Appreciate the importance of team working within the project • Appreciate the importance of building a balanced Project team. • Understand the dynamics involved in building a successful project team. 	60	<p>Understand how Communication Barriers in a Project Management Team can cause major problems and how they can be overcome.</p> <p>Followed by Group exercise on Belbin team dynamics.</p>
16.30	Reflection of First day	Individuals to personally record some of the key learning points of the morning for them.	15	Briefly review via the programme what topics have been covered so far and how these relate to the delegates' objectives.

		DAY 2		
9.30	Understand the process of Project planning : part 2	<p>Planning a Project : Part 2</p> <ul style="list-style-type: none"> • Exploring the key tools and techniques used in planning a project including, Gantt Charts, Network Diagrams and Critical Path Analysis • Formulating budgets for each element of the Work Breakdown structure. • Scheduling techniques to maximise limited resources • How to make time and cost estimates more credible and realistic. • Understanding what training requirements will be associated with the project. 	120	<p>Understand that one of the most important aspects of Management control of projects will be in the field of Cost and Time management.</p> <p>Practice the most useful project planning techniques by drawing a GANTT Chart for a project with known tasks, precedence, and duration</p> <p>Followed by Group exercise: Delegates will be divided into groups for an exercise on developing a Gantt chart for a fictional case study.</p>
11.30	Techniques for Project progress review.	<p>Implementing a Project</p> <ul style="list-style-type: none"> • How to monitor, track and control activities • Determining the key project documentation and data display methods required. • Implementing corrective actions to ensure the project remains on track • How to communicate the status of a project more effectively 	30	<p>Introduce a range of key techniques available for keeping activities on track and monitoring performance.</p> <p>Delegates will be set an exercise to decide what type of project control technique is most appropriate for various types of projects.</p>

12.00	Understand the need for change control systems	<ul style="list-style-type: none"> • What impact will changes have on the project? How do we manage this? • Recognise the need for a change management process and version control in a project 	30	Understand the dangers of changing project specification without having a controlled system for managing this.
12.30		Lunch	45	
13.15	Understand the importance of Closing and Reviewing a Project	<ul style="list-style-type: none"> • Understanding the need for a controlled close to a project • Measuring what actually happened against the plan. • Techniques for Pos-project appraisal. • Learning lessons - both positive and negative • Closing down and moving on 	45	Understand the need to conduct a Post-project appraisal. Understand the need to review the QUAD chart developed at the start of the project
14.00	Case study to test delegate's knowledge and understanding of the subject.	<ul style="list-style-type: none"> • Based on a theoretical scenario, delegates will be divided into groups for an exercise, which encompasses all of the topics taught at the session. • They will be required to illustrate how they can apply the techniques taught during the session to a project management scenario. 	120	Teams will be required to ... <ul style="list-style-type: none"> • To define key objectives for the project. • Identify the risks associated with the selected option. • Develop a stakeholder map. • Develop an outline project Gantt chart plan • Identify what project control techniques to put in place.
16.30	Review the objectives of the module	General feedback – check objectives have been met, field any outstanding questions	10	
16.40	Completion of workshop evaluation forms	Issue evaluation forms	10 10	Ensure that the delegates have time to complete the forms during the workshop
16.50	Close course	Thank delegates for their participation during the day		Collect evaluation forms