

## P2 PRO

# Implementing Best Practice Project Management Three-Day Strategy Workshop

### Overview

Many organisations have recognised the benefits of a structured approach to Project Management and now have staff qualified in PRINCE2™ (or indeed other “best practice” methodologies).

This workshop is for organisations who wish to consolidate these best practice skills and apply the methodology to meet their own objectives – in ways which are consistent with their own size, style and culture.

For this process to be effective it is imperative that there is sponsorship, involvement and commitment from senior management.

The content can be tailored according to the start point and circumstances of an individual organisation.

Focus is not interested in selling consultancy; we want to help organisations map their own route forward.

### Objectives

- Ensure that all participants are familiar with the basic elements of the PRINCE2™ process
- Share examples of where other organisations have derived most benefit
- Identify the strengths and weaknesses of your current project management methodologies, in the context of business needs
- Explore options for developing, sharing and embedding best practice
- An outline plan to deliver a step change improvement in Project Management effectiveness

### Learning Style

- This is an interactive and flexible workshop rather than a traditional training course. Focus will supply a workshop leader who can advise, coach and facilitate – as well as provide training inputs
- There will be a number of “break out” exercises which focus on the issues facing your own organisation

### Who will the workshop benefit?

- General Managers / Directors
- Functional Heads
- Senior programme and project managers

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- Those responsible for project and programme management disciplines
- We recommend participation by staff from a cross section of disciplines including representation from the senior leadership team, finance, IT and operations

### **Prerequisites**

- A recognition of the need for a structured approach to Project Management
- A cluster of staff with existing project management training (typically PRINCE2™)

### **Workshop Content**

#### **DAY 1**

Understanding your project management start point

- Web based competency survey
- Examples of good and bad project delivery
- Project Management Strengths and Weaknesses

Understanding where you need to get to

- Relating projects to organisational goals
- Relative importance of Scope, Time, Budget and Risk
- The ideal end game

Key Principles of Project Management – “Refresher” Part I

- The Business Case
- Stakeholders
- Project Organisation

#### **DAY 2**

Key Principles of Project Management – “Refresher” Part II

- Planning & Scheduling
- Controls
- Management of Risk

Your Project Management Road Map

- Options available and steps necessary to move to desired end game
- Road blocks and short cuts
- Inter-relationships with your structure, style and systems
- Gap analysis – eg skills, resource, structure, support

#### **DAY 3**

Key Principles of Project Management – “Refresher” Part III

- “We use best practice disciplines and our projects still under perform”
- People & Communication

Translating your draft Road Map into an Action Plan

- Use your Project Management Skills!
- Business Case – Project Initiation – Planning – Set Up etc
- Define work packages
- Define resource requirement
- Define milestones
- Define measures of success
- Define communications plan
- Take ownership

Workshop evaluation – feedback – next steps