

Project Management Essentials Three-Day Workshop

Overview

Project management is about organising and managing resources to deliver all the work required to complete a project within defined scope, time and cost constraints.

This workshop will introduce new project managers and members of project teams to the key concepts of project management with emphasis on effective team management and communication. It will allow them to practise the application of basic project management principles and techniques using case studies throughout.

Objectives

- Provide delegates with an understanding of the essential principles of effective project management.
- Participants will gain an understanding of:
 - the characteristics of projects
 - the common causes of project failure
 - various project lifecycles
 - the importance of planning and an overview of the basic techniques
 - how to relate project objectives to organisational need
 - how to identify and manage risks and issues
 - how to produce and use appropriate project documentation
 - roles and broad responsibilities of the Project Organisation
 - effective communication and project team building.

Learning Style

- This is an interactive workshop rather than a one way training course.
- A case study will be used to illustrate the principles covered.
- There will be a number of “break out” exercises throughout the 3 day session.
- Delegates will practise the application of key principles in a practical way and be able to review their performance.

Who will the course benefit?

- Anyone new to the role of Project Manager
- Project managers wishing to consolidate and enhance their skills
- Others working in a project management environment
- Managers with responsibility for projects

Prerequisites

- Previous project management experience is not essential
- Ideally delegates should have exposure to a project management environment

Workshop Content

INTRODUCTION

Principles of Project Management

- Differences between projects and other management structures
- Why use a different management process

Project Failure

- Why projects fail
- Priorities to avoid failure

Project Lifecycles

- Key project phases
- Interfaces between phases

PLANNING

The Project Business Case

- Goals, customers, deliverables, measures
- Project Stakeholders

Project Organisation

- Defining the Plan
- People and resources

CONTROL

Quality in a Project Environment

- Definitions of Quality
- Methodologies to deliver quality

Planning and Scheduling

- Resource scheduling, smoothing and levelling
- Coping with change

Controls

- Plan – Monitor – Control
- Process and tools

Risk and Issue Management

- Differences between risks and issues
- Management of risks and issues

Project Documentation

- Initiation
- Control

Handover and Review

- Closing the Project
- Evaluation

COMMUNICATION

Basic skills

- Right content, right medium, right people
- Personal effectiveness

Building and Managing the Team

- Cross functional structures
- Techniques for success