

Project Management Essentials in a PRINCE2™ Environment Two-Day Workshop

Overview

This course will introduce key principles of successful project management and will summarise the PRINCE2™ methodology.

It is aimed at those working in a PRINCE2™ project environment, rather than the project and programme managers themselves. This is NOT an accredited course leading to an exam and qualification.

By ensuring that a broad cross section of staff is aware of the project management process, organisations have found that the effectiveness of project delivery can be significantly enhanced. There is an option to tailor this course to suit the specific requirements of an organisation.

Objectives

- Provide delegates with an appreciation of the essential principles for successful project management
- Participants will gain an understanding of:
 - the characteristics of projects
 - the importance of planning and basic planning techniques
 - the structure and terminology used in PRINCE2™ projects

Learning Style

- A case study will be used to illustrate the principles covered.
- There will be a number of "break out" exercises allowing delegates to practise the application of key learnings.

Who will the workshop benefit?

- Those who participate in and support PRINCE2™ projects
- Managers seeking an awareness of PRINCE2™

Prerequisites

- None

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

OVERVIEW OF PRINCE2™

The reasons for PRINCE2™Origins; what it is; what it is not

- The benefits

The structure of a PRINCE2™project

- Concepts
- Processes & Components

PROJECT PLANNING

First steps

- Starting up a project
- Initiating a project

The Project Business Case

- Goals, customers, deliverables, measures
- Project Stakeholders – roles & responsibilities

Project Organisation

- Defining the Plan
- People and resources

Product Based Planning

- Understanding the concept
- Allocation of work to team leaders and team members

PROJECT EXECUTION & CONTROL

Planning and Scheduling

- Resource scheduling, smoothing and levelling
- Coping with change

Controls

- Managing Stage Boundaries
- Managing Product Delivery

Quality in a Project Environment

- Definitions of Quality
- Methodologies to deliver quality

Risk and Issue Management

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

Handover and Review

- Closing the Project
- Evaluation