



releasing potential, raising performance

INTRODUCING PROJECT MANAGEMENT (SAMPLE PROGRAMME)

SYNOPSIS

This programme provides an intensive, one-day overview of the key concepts and techniques of project management. It is designed as an introductory course in project management principles and techniques for project team members, project support staff and those about to take on project leadership roles in a multi-project environment.

The project management methods presented can be applied to a wide range of projects and will emphasise both the task and team related aspects of project management.

TRAINING OBJECTIVES

The objectives of this programme are:

- to present the key concepts and benefits of project management
- to provide a structured approach for managing work assignments and small projects
- to demonstrate some tools and techniques for planning and controlling project work
- to show how the techniques provided can be applied to current projects
- to provide guidance on how to continue to develop project management skills

STYLE AND STRUCTURE

The programme is participative throughout, with numerous exercises and examples. Delegates will be encouraged to raise issues concerning their current projects to enable discussion of how principles can be implemented in practice.



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PROGRAMME

SESSION 1

KEY CONCEPTS IN PROJECT MANAGEMENT

- The characteristics of projects and project work
- The four key phases of a project; managing smaller projects
- Essential lessons from past projects; the key success factors
- The three 'P's of project success: preparation, people and performance
- Challenges of the multi-project situation
- Discussion of delegate's current projects

SESSION 2

PROJECT DEFINITION

- Defining and agreeing the <customers' requirements
- Involving other stakeholders and gaining commitment
- Using questioning skills to define goals and success criteria
- Defining what has to be done; creating a 'work breakdown structure'
- Agreeing roles and responsibilities for the work
- Exercises and examples

SESSION 3

DEVELOPING THE PLAN

- Developing the plan and creating a timeline
- Estimating timescales, costs and resource requirements
- Planning exercise: delegates develop a project plan
- Identifying risks and deciding how to manage them
- Using the plan and keeping it up to date
- Exercises and examples

SESSION 4

IMPLEMENTING AND CONTROLLING THE PROGRAMME

- Getting things going – initiating the work
- Understanding how to monitor progress and maintain control
- Techniques for monitoring progress; using trend analysis
- Managing project meetings; resolving problems effectively
- Managing multiple projects – the importance of time management
- Summing up and individual action planning