

Successful project management

Overview

The aim of this course is to provide an overview of the key principles and techniques for leading and managing project work. It will focus on the core principles and generic methods of project management, showing how these can be applied to typical projects.

The scope of the programme includes:

- Key project management concepts
- Project definition and stakeholder management
- Project planning and risk management
- Project control and change management

The course also emphasises the importance of the leadership and team-working skills needed by project managers and team members in carrying out their roles.

Training objectives

The principal training objectives for this programme are to:

- Explain and demonstrate the key principles of successful project management
- Demonstrate a range of useful project management tools and techniques
- Define the role of, and help participants understand the skills required by, the project leader
- Illustrate the use of project skills through examples and case studies
- Identify ways to improve project management, both individually and corporately

Audience

The programme is designed for project managers, project team leaders and project technical staff. Participants will typically be involved in managing projects or project activities in a multi-project / multi-task environment.

Format

A thoroughly practical two-day course involving exercises, a case study running through the programme, formal presentations and tutor-facilitated discussions.

Special features

To facilitate the knowledge transfer and performance improvement process, we recommend that the programme sponsor both introduce the course and be present for the final session.

For maximum benefit, this programme can be tailored to incorporate internal procedures and practices. This can include reference to methodologies such as PRINCE2™ and the APM's Body of Knowledge.

The expert trainer

John is a highly qualified (BSc, MSc, CEng, MIMechE, MAPM, AMInstP) trainer and independent consultant, specialising in project management and management team development. He has extensive experience of designing and running training programmes and project workshops, facilitating business improvement initiatives and providing consultancy support to help clients improve their project management capability. His clients include leading organisations in engineering, manufacturing, constructions, retailing, consulting and education. John is also a Seminar Director for Hawksmere and a visiting lecturer at UMIST.

Before setting up his consulting practice in 1990, John gained a broad range of industrial management experience with Ilford Limited, a leading manufacturer of photographic products. Joining the company in 1974 he progressed through technical and team leadership roles to become Manager of Engineering Development in 1980. From 1980 to 1990 his role broadened from managing a portfolio of smaller multi-disciplinary projects to include management of a number of significant business improvement projects.

John's project management experience includes the design and installation of new manufacturing equipment, the development of new products, the improvement of manufacturing procedures, the relocation of offices and staff and organisation restructuring. John has also co-ordinated international project teams and carried out assignments in support of strategic business development programmes.

Prior to joining Ilford Limited, John trained in the automotive industry and gained an honours degree in Applied Physics. He subsequently carried out post-graduate research at Oxford University where he was awarded a Masters degree in Engineering Science.

'I really liked the practical exercises'

'There was certainly a lot to think about'

'John's experience was excellent'

'The group was encouraged to interact very well'

'A very useful course'

'A very worthwhile, productive and enjoyable two days'

Course outline

DAY ONE

1 Introduction (Course sponsor)

- Why this programme has been developed
- Review of participants' needs and objectives

2 Key concepts and requirements for success

- Projects and project management
- Lessons from past projects; the essential requirements for success
- Differences between projects; characteristic project life cycles
- The challenges of project management; the role of the project manager
- *Project exercise*
 - *A team exercise to demonstrate the challenges of project management*

3 Defining project objectives and scope

- Identifying the stakeholders; key roles and responsibilities
- Getting organised; managing the definition process
- Working with the 'customer' to define the project scope

4 Project case study: part 1

- *Defining the project objectives: syndicate teams define the objectives and scope for a typical project*

5 Project planning

- The nature of planning; recognising planning assumptions
- Planning the plan; the importance of team involvement
- Developing the work breakdown structure
- Estimating task resources, timescales and costs
- Developing the project schedule
- Analysing the plan and identifying the critical path

6 Project case study: part 2

- *Creating the project plan*
- *Syndicate teams begin development of their project plans (for completion after session 7)*
- *Team presentations and group discussion (after session 7)*

DAY TWO

7 Managing project risks

- Understanding and defining project risks
- Classifying risks and adopting an appropriate risk strategy
- Identifying, evaluating and managing project risks
- Agreeing ownership of project risks; the risk register
- Integrating planning and risk management

8 Project control

- Pro-active and re-active control; striking the right balance
- Pre-requisites for effective, pro-active project control
- Avoiding unnecessary 'scope creep' and controlling change
- Selecting the data needed to provide early warning of problems
- Monitoring project performance: 'S' curves, slip charts, earned value
- Getting good data and assessing project status
- Defining the roles and responsibilities for control
- Setting up a routine process for keeping up to date
- Managing and controlling multiple projects

9 Project case study: part 3

- *Controlling the project*
- *Teams control their project as new developments take place*

10 Course review and transfer planning (Course sponsor present)

- Identify actions to be implemented individually
- Identify corporate opportunities for improving project management
- Sponsor-led review and discussion of proposals
- Conclusion

© The In-House Training Company / the trainer

**TO DISCUSS YOUR TRAINING REQUIREMENTS
PLEASE CALL 01582 469080**

<http://www.in-house-training.com>

Email: info@in-house-training.com