

Introduction to project management

Overview

This programme provides an intensive, one-day overview of the key concepts and techniques of project management. The project management methods presented can be applied to a wide range of projects and the course emphasises both the task and the team-related aspects of project management.

Training objectives

The aims of the programme are to:

- Present the key concepts of project management
- Provide a structured approach for managing projects
- Demonstrate tools and techniques for planning and controlling project work
- Enable participants to apply the techniques to their own projects

At the end of the programme, participants will:

- Recognise the benefits of a structured approach to project work
- Be able to apply a range of practical tools and techniques to improve their personal effectiveness in project work
- Have a means of determining the status of current projects and know what actions are needed to ensure success

Audience

This is 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.

Format

This practical one-day programme is highly participative, with numerous exercises and examples. Participants will be encouraged to raise issues concerning their current projects to enable discussion of how principles can be implemented in practice.

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, if appropriate.

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.

A highly experienced, popular and professional trainer, John's courses are always much appreciated by the participants, as the following comments show:

'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

1 Introduction (Course sponsor)

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

2 Key concepts

- The characteristics of projects and project work
- The four key phases of a project
- Essential lessons from past projects
- Key success factors
- Achieving success through the 'Team-Action Model'
- Challenges of the multi-project situation

3 Setting project goals

- Understanding 'customer' requirements
- Managing project stakeholders and gaining commitment
- Using questioning skills to define goals and success criteria
- Defining and documenting the scope of the project

4 Project planning

- Defining what has to be done
- Creating a work breakdown
- Agreeing roles and responsibilities for the work
- Developing a programme using networks and bar charts
- Estimating timescales, costs and resource requirements
- *Planning exercise: participants develop a project plan*
- Identifying and managing project risks
- Using project planning software
- Managing and updating the plan

5 Project implementation and control

- Creating a pro-active monitoring and control process
- Techniques for monitoring progress
- Using latest estimates
- Managing project meetings
- Resolving problems effectively
- Managing multiple projects
- Personal time management

6 Course review and action planning (Course sponsor present)

- Identify actions
- Sponsor-led review and discussion of proposals
- Conclusion

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