



Project management

Whether renovating the kitchen at home, installing a new system at work or organising the Olympics, we all find ourselves managing projects. But how well?

Is there some way to organise all the necessary resources – people, equipment, money, time...? We'll give you the skills so you can minimise waste and confusion, meet deadlines, budgets and standards, and make sure it all goes "according to plan".

Project management has changed from being a specialist skill to being a powerful tool for everyone who manages resources to achieve a task. We'll show you how to do so – systematically and successfully.

This course is not only for project managers, but for everyone who needs to organise, monitor and evaluate projects, large or small.

What are the objectives?

You'll learn how to...

- Use fundamental principles to manage projects from conception to completion
- Learn key Project Management techniques: both 'hard' (technical) and 'soft' (interpersonal) skills
- Spot the kinds of things that can go wrong and plan to avoid them.

What methods do we use?

We use a participative style, with lots of exercises and discussions to help people get to grips with topics. The course lasts one or two days, depending on how much practical work you'd like.

What topics does it cover?

We'll tailor the course to cover what you need. Here are some topics we normally include:

- Defining a project and its characteristics
- Recognising potential pitfalls and learning how to avoid them
- Managing projects using 'hard' and 'soft' skills: 'technical' and 'people' skills
- Using a systematic approach: a five-phase project management model
- Developing the Work Breakdown Structure
- Estimating how long things will take and exploring ways to save time
- Creating and using Gantt charts
- Using network planning techniques and critical-path analysis
- Knowing what needs to be communicated
- Designing and using a project management information system (PMIS)
- Developing project leadership skills and inspiring motivation.

Example programme

Introduction

Welcome and overview

- Who we all are
- What we'll cover, what you'll take away

Session 1

Defining the project

- Identifying what's a project and what isn't
- Looking at the business case & purpose
- Clarifying the scope and objectives

Session 2

A project life-cycle

- Different stages of a project; knowing when each is complete
- A project framework
- How projects fit in with other activities

Session 3

Who needs to know what...

- Knowing what to communicate, to whom, at what point and in what way
- Creating your communication plan
- Getting buy-in

Session 4

Getting off the ground

- Capturing first thoughts
- Breaking down the tasks
- Estimating timescales

Session 5

It's all in the planning

- Estimating costs
- Looking at risks
- Using gantt charts and network plans
- Seeing what tasks are dependent on others and using 'critical paths' to reduce total project time
- Creating a 'project initiation document'

Session 6

Keeping a close eye

- How to monitor a project
- Writing a highlight report

Session 7

Handover and closure

- Closing projects
- The post-implementation review

Closing

Actions and wrap-up

- Taking It Forward Into Your Next Project