



## Effective Project Management – 2 Day Workshop

### Overview

This intensive two day workshop presents a comprehensive overview of the necessary management & operational procedures, tools and techniques required for effective project management. It acknowledges the fact that very few people have the luxury of managing a single project at any one time and very few projects have a team that are dedicated 100% of their time to the project. The course is aimed at anyone working within project environments including team members, project leaders and managers. The aim is to provide a practical and readily usable toolkit to give participants greater ability and confidence in managing and delivering projects within scope, on time and within budget. This is achieved through a series of tutorials, self-assessment exercises and team workshops.

### Outcomes

Following this workshop delegates will have developed the skills to define project objectives, agree the project scope, estimate effectively, manage risk, deal with changes and delays, create reports and effectively manage a project team. Participants will also take away project management templates and worksheets to help implement the process back at the office.

### Content

#### Project Management Process

- Project Definitions
- Why Projects Fail & Criteria for Project Success
- The Team and Management Structure
- Role & Responsibilities of the Project Manager

#### Effective Project Teams

- Managing and Communicating Change
- Team Dynamics
- Team Morale & Motivation
- Management & Leadership Styles

#### Project Start-up

- Defining & Agreeing Clear Project Outcomes
- Defining & Agreeing Project Scope
- Setting Up the Project Environment
- Creating the Project Initiation Document
- Project Start-up Meeting

#### Project Planning

- Work Breakdown Structures (WBS)
- Milestone Planning
- Resource and Task Allocation
- The Project Plan Structure and Contents
- Weekly Task Planning

#### Estimating Techniques

- Techniques for Improving Team Estimates
- The Standard Task Method
- Bottom-Up, Effort-Based Estimating
- The Delphi Technique

#### Managing Risk

- Risk Identification Techniques
- Assessing Risk Exposure
- Establishing the Risk Factor
- Risk Mitigation Strategies
- Building Risks Into the Plan

#### Project Tracking & Control

- Routine Project Manager's Activities
- Appropriate levels for Tracking & Control
- Managing Work Packages
- Weekly Project Review
- Using 'Estimate to Complete'
- Determining the Information Required
- Interpreting Progress and Project Status
- Reporting and Communication
- Project Change Control

#### Project Closure

- The Importance of Closing the Project
- Lessons Learned
- Handover to Business / Support
- Post Project Review
- Project Close Report

#### Negotiating

- Project Negotiations
- Influence & Persuasion
- Win/Win Negotiation