



Managing Business Improvement Projects – 1 Day Workshop

Overview

This workshop is for those involved in any form of strategy or business change project. Strategic plans and well defined targets are all critically important for any organisation. This training provides a focus on the implementation, translating business requirements into future projects and delivering results. The workshop tackles important issues such as defining project objectives, planning, estimating, managing risk, problem solving, managing change, and clear communication.

The focus is on the application of simple effective project management techniques to the implementation of business goals, to ensure that the work gets done, that customers and managers expectations are met, that team members have a clear view of the work expected of them and a way of communicating progress with everyone involved. It acknowledges the fact that very this type of project seldom has a dedicated project manager or team.

Outcomes

Following this workshop delegates will have developed the skills to define project objectives, create a project plan, communicate change, manage risk and manage a project team. Participants will also take away project management templates, worksheets and access to an on-line project management system to help implement the process back at the office.

Content

Execution

- Converting Strategic Business Goals to Project Objectives
- Definition of Project Management
- The Stages of a Project
- Planning for Success

Communicating Change

- Overcoming the Resistance to Change
- The Language of Change
- The Change Formula
- Strategy Implementation

Project Start-up

- Understanding the Business Goals
- Setting Expectations with Clear Project Outcomes
- Agreeing the Scope of the Project
- Time, Cost and Scope Priorities
- Effective Team Working

Creating a Plan

- How to Create a Project Plan
- Milestone Planning
- Identifying Tasks
- Weekly Planning
- Allocating Tasks to Your Team
- Risk Planning

Running the Project

- Routine Project Management Activities
- Running Project Meetings
- Weekly Project Review
- Managing Risks & Issues
- Managing Expectations
- Updating Your Plan
- Project Reporting

Closing the Project

- Hand-over to Operations
- Lessons Learned
- Strategy Review