



Managing Projects for Non-Project Managers – 1 Day Workshop

Overview

This workshop is suitable for those who have been asked to run or take part in a project. We create projects as a structured way to make things happen or to deal with change – this may be things such as moving office, organising an event, installing a new system, implementing a strategic objective or planning a campaign. This interactive workshop will focus on the application of simple effective project management techniques to team activity of any kind, to ensure that the work gets done, that customers and managers expectations are met, that team members have a clear view of work expected of them and a way of communicating progress with everyone involved. It acknowledges the fact that very few people have the luxury of managing a single project at any one time, and few projects have a team that is dedicated to the project full time.

Outcomes

Following this workshop delegates will have developed the skills to confidently and competently set-up, plan and manage team projects. 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

Project Fundamentals

- Definition of a Project
- The Stages of a Project
- Planning for Success

Project Start-up

- Understanding the Brief
- Setting 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 Project Tasks
- Estimating How Long Each Task Will Take
- 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
- Updating Your Plan
- Project Reporting

Closing the Project

- The Importance of Closing a Project
- How to Close a Project
- Managing Expectations
- Lessons Learned
- Creating a Project Close Report