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**The Perfect Project –
a 1 day Course**

Central London, 2015

Project Management Training

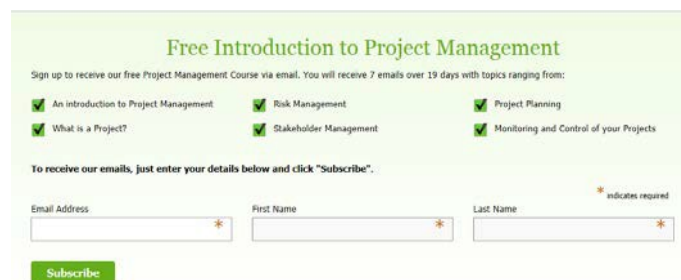
Workshop Outline

We are looking forward to working with you to develop your Project Management skills and to discuss the application to current and future projects. This paperwork describes the content of the one day course. The day will be very participative and there will be a variety of activities and exercises to carry out over the duration of the programme.

The course is based on a simple 5 stage project management approach and a copy is attached to these papers. Please do read this in advance of the day.

Feel free to visit www.ronrosenhead.co.uk – this is a blog site which is regularly updated and includes lots of free downloads.

You can get a free introduction to project management course by going to www.projectagency.co.uk near the bottom of the page you will see this:



Free Introduction to Project Management

Sign up to receive our free Project Management Course via email. You will receive 7 emails over 19 days with topics ranging from:

- ✓ An Introduction to Project Management
- ✓ Risk Management
- ✓ Project Planning
- ✓ What is a Project?
- ✓ Stakeholder Management
- ✓ Monitoring and Control of your Projects

To receive our emails, just enter your details below and click "Subscribe".

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* indicates required

Simply put your details into the relevant boxes and you will receive a series of emails straight to your email address.

We look forward to meeting you to advance Project Management skills within your organisation.

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Objectives:

At the end of the workshop you will:

- understand the need for a consistent approach to project management within the organisation
- be able to use some of the project management tools and techniques on projects alongside day to day work
- identify how to deal with common project management problems

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Workshop Outline

Set out below is the content of the workshop. Please note that the exact detail will depend upon what issues are relevant. Treat what is written as a guide, especially the timings. Areas in bold are part of the project management approach we will use during the course – see last page of this document.

We will start at 9.30 finishing at approximately 4.30 p.m. Breaks will be taken at convenient times throughout the day.

0930	Introductions to: <ul style="list-style-type: none">• each other – including course tutor• objectives for the day• how we will work together• project management and terminology – a list will be supplied
0945	Getting organised- but how? Group activity
0955	The 5 Key Principles of Project Management and the link with the above activity
1000	Having a project management framework - the advantages for you and your customers
1010	Initiating a project: <ul style="list-style-type: none">• having a robust business case• using project management templates – including business case• case study example
1030	Set up definition: Individual activity Explaining the classical roles in project management and the fit with your customers and projects: <ul style="list-style-type: none">• project sponsor• project manager• project team
1045	Coffee break
1100	Stakeholder management: its importance to project success or failure Group activity
1120	Project risk management – identifying what could go wrong and ways to prevent them from happening. Group activity
1145	The PID – a key document in delivering your project. Having clear objectives and using the PID as a monitoring tool. Group activity

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1225	Review of PID activity and morning session with individual learning drawn out. (lunch 1230 – 1315)
1315	Project planning. Introduction of project planning. The need for a comprehensive planning approach including: <ul style="list-style-type: none">• developing a WBS• identifying predecessor relationships,• estimating (time and cost)• producing and using milestone and Gantt charts• delivering projects using these charts This part of the course will have a wide range of group activities with feedback. It will include the development of a Gantt chart using all of the above processes
1500	Tea
1515	Delivery Planning (monitoring and control) <ul style="list-style-type: none">• Using short and sharp reports• How to manage the inevitable changes requested by customers• Keeping it simple Individual activity
1545	Closedown and review <ul style="list-style-type: none">• Checking you have delivered what was expected• Celebrating success
1600	The 5 Key Principles of Project Management and the link with the whole course
1610	Individual learning and action planning
1625	Review of the day
1630	End of course

The day will be very participative with group and individual exercises and tutor input. Full documentation will be provided on the day.

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The 5 stage approach to effective project delivery

We will use this very practical, tried and tested approach during the 1 day course.

STAGE 1: SET UP- INITIATION	STAGE 2: SET UP - DEFINITION	STAGE 3: DELIVERY PLANNING	STAGE 4: DELIVERY	STAGE 5: CLOSEDOWN & REVIEW
Activities <ul style="list-style-type: none"> • Write Business case • Undertake Initial Risk assessment • Identify benefits and link with overall agenda • Project Authorisation 	Activities <ul style="list-style-type: none"> • Identify who fulfils which roles effectively • Identify and manage stakeholders • Identify and manage risks - appoint people to manage specific risks • Write PID and obtain authorisation • Identify what is driving the project quality/cost/time • Hold start up workshop(s) • Establish monitoring & control processes early in project 	Activities <ul style="list-style-type: none"> • Create work breakdown structure (or product breakdown structure) • Identify dependencies • Dev budget estimates and costs • Create various charts Gantt, milestone etc • Identify resources for project, people, assets, etc • Develop and implement comms' plan 	Activities <ul style="list-style-type: none"> • Hold progress meetings / stage review meetings. • Manage project issues / Risks • Carry out stakeholder communications • Manage changes to the project • Agree on loose v tight control • Report using highlight report • Identify and manage issues 	Activities <ul style="list-style-type: none"> • Carry out post project evaluation • Analyse feedback from lessons learned • Celebrate success
Documents <ul style="list-style-type: none"> • Business case form 	Documents <ul style="list-style-type: none"> • Risk Log • Stakeholder analysis • PID • Learning log 	Documents <ul style="list-style-type: none"> • Milestone chart • Gantt chart • Project Plan • Communications plan • Planning chart • Risk Log • Learning Log 	Documents <ul style="list-style-type: none"> • Highlight Reports • Issues Log • Risk Log • Change Requests/log • Learning Log • Budget monitoring • Milestone chart and report • Actual v Planned 	Documents <ul style="list-style-type: none"> • Evaluation report • Learning Log