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The Perfect Project

Joining Instructions

Plans are only good intentions unless they immediately degenerate into hard work." - Peter F. Drucker

Project Management Training

To: All Workshop Participants

We are looking forward to working with you to develop your Project Management skills and to discuss application to current and future projects.

The attached paperwork describes the content of the two day workshop and asks you to complete a pre course questionnaire. Please bring it with you to the course. We will use a 5 stage project management process and we have attached a copy on the back page of these notes.

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

Ron Rosenhead, Project Agency

AIM: To further develop Project Management Skills

OBJECTIVES: At the end of the training you will be able to:

- use a standardised framework for defining, planning and controlling projects
- recognise the role(s) you play and define other people's contribution to Project Management process
- recognise and reduce risks within all types of project work
- use a range of tools with wide application

"Of all the things I have done, the most vital is coordinating the talents of those who work for us and pointing them towards a certain goal."

Walt Disney

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Outline content for 2 day project management programme

Day 1 0930	Introduction: <ul style="list-style-type: none"> to the course and tutor expectations admin 	
	Pre course questionnaire: <ul style="list-style-type: none"> what goes wrong on projects? what one thing do you want to achieve from this course? 	Group work
	What is a project?	
	The 5 key principles of project management	Group and individual activity
	Having a project management framework: <ul style="list-style-type: none"> what it is its benefits 	A copy will be sent with the initial joining instructions
	Set up – initiation: <ul style="list-style-type: none"> the business case initial benefits management individual work on a business case 	We will use either a case study or a project they will develop for the qualification
	Project management documentation – its value and use	Group work
	Start up meetings and the link with the business case	Group work
	Getting sign off for the business case	
	Set up – definition	
	Establishing what role you and other play in projects	Individual work
	Stakeholder management – what it is and its importance in projects	Group and individual work
	Communications in projects	Group and individual work and
	Identifying and managing project risks	Individual work
1630	End of day 1	We can include challenge and support group processes or link into existing support mechanisms
Day 2 0930	Project management quiz	This reviews day 1
	Developing a clear project definition	Individual or group work
	What is driving the project – quality, cost	

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	or time?	
	Delivery planning	
	<p>Developing a realistic project plan by introducing a practical planning model:</p> <ul style="list-style-type: none"> • developing a work breakdown structure • developing products • identifying dependencies • producing realistic estimates • developing various charts including Gantt, milestone and critical path to help deliver the project 	There will be individual and group work throughout this session
	Delivery	
	Establishing a clear project management monitoring & control system – how?	Group work
	<p>Introducing the project management delivery cycle:</p> <ul style="list-style-type: none"> • using existing documents to support this process • monitoring • reporting • dealing with changes • keeping control 	Group work
	Closedown and review	Group work/individual
	<p>Review of:</p> <p>individual needs whether achieved the learning – individual the overall course next steps – for them to take</p>	this will be done throughout the 2 days
	Close of course	

**“Even if you are on the right track, you will get run over if you sit there.”
Will Rogers**

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Please describe below your role in one recent project

What sort of problems typically arise in projects?

What skills do you need to improve in order to achieve success in managing or contributing to projects?

Thank you for completing this questionnaire. Please:

- 1. Discuss the contents of this questionnaire with your manager to identify learning needs and how they will be brought back into the workplace***
- 2. Please bring it with you on day 1 of the course***

Warning: dates in the calendar are closer than you think.

Project Management Training

The 5 stage approach to effective project delivery

The framework for managing projects has been developed over many years and is based the PRINCE2 project management methodology .The diagram below shows the five stages of project management (dark grey boxes), the key activities and the documents produced at each stage. We will cover the whole of this framework with case studies and activities throughout the 2 days.

Why are we doing it?	What are we doing?	How are we doing it?	Are we doing it?	Did we deliver?
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 project 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 communications 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 • Report using highlight report • Manage project changes 	Activities <ul style="list-style-type: none"> • Carry out post project evaluation • Analyse feedback from lessons learned • Celebrate success • Formally close the project
Documents <ul style="list-style-type: none"> • Business case form 	Documents <ul style="list-style-type: none"> • Roles and responsibilities form • Risk Log • Stakeholder analysis • PID • Learning log 	Documents <ul style="list-style-type: none"> • Milestone chart • Gantt chart • Project Plan • Communications plan • 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 	Documents <ul style="list-style-type: none"> • Evaluation report • Learning Log