
Project Management Principles' Workshop

A two day programme

The major difficulty with project management is that people find it difficult to accept the time and effort that has to go into the scoping, organising, and planning stages. To plan a project will take up to one third of the time measured from the inception of the project to its completion.

Many organisations seem to work on the premise of, *'There is never time to do it right, but there is always time to do it again'*; do not let your organisation fall into this trap. The methods outlined in our training programme will help you to get it right first time.

Why do so many projects go wrong?

We use a series of real life examples to demonstrate all the various faults that can befall a project. These faults range from poor definition through the full gamut of faults to incompetent delivery. We study not only the technical aspects of poor project development, but also the human aspects of hidden agendas, incompetence, company politics and moral bankruptcy.

We use a video of the development of the Comet airliner, showing how projects get into serious trouble because of human failings. The video of the Comet project viewed, in segments, over the two days, to reinforce certain aspects of project management.

The delegates work on a case study after the description of each aspect of project management and they produce all the necessary documents, culminating in a fully planned project. The work conducted on this case study carries forward to any Microsoft Project training, which follows.

The programme enables participants to:

- Scope and define projects accurately
- Appreciate the roles and responsibilities of the project manager and their team
- Effectively plan projects
- Anticipate risks and plan contingencies
- Enforce accountability and responsibility
- Learn the latest planning tools e.g. Critical Chain Scheduling
- Manage and measure progress effectively

Learning outcomes

At the end of the programme, you will be able to plan projects with more confidence because of the methodologies and techniques learnt. This improved planning method will generate a more professional image for you and your team, and you will complete more on time and within budget. You can achieve these improvements because at every stage in the training, we demonstrate, the key element of why others failed, and we give you strategies to combat these failures. The key to the learning outcome is that by undertaking a practical case study, you can practise the theories for yourself and determine how to implement them in your own unique environment.

Programme agenda

Why projects fail

The key reasons for failure
Planning and other problems
Managing expectations
Why so many mistakes

Building the project team

The structure of the team
Team selection
Necessary attributes

Project Strategy

The 'Project Statement'
A detailed definition of the project
Aims and objectives within the goals
The overall statement of work, (SOW)
Refining the risk strategy

Project Design

The four pillars supporting a project
The 'Work Breakdown Structure', (WBS)
Identification of resources
Develop resources requirements

Network Planning & Scheduling

Building a plan using PERT
Techniques for scheduling
New methods such as 'Critical Chain'
Crashing the schedule – 'Time boxing'

Project Deployment

Finalising the budget
Implementation of the plan
Managing and monitoring
Managing changes to the new reality

The typical delegates are:

Managers and staff who are involved in projects, and who are looking for ways to improve the effectiveness of the techniques used in controlling and managing medium and large projects. For those people who want a simple project methodology that can be implemented quickly, and that can be made to interface with Microsoft Project or similar software.

Project Conception

The project initiation document, (PID)
Major goals to be achieved
The project manager's role defined.
Creating a winning project team
Defining the business case

The role of the project manager

Characteristics of a project manager
Roles and responsibilities
The human side of project management

Limits Definition

How we move to the new reality
The project boundaries and limits
Identification of constraints
Risk Identification
Benefits definition

Planning the project

Accountability & responsibility
Building the plan using milestones
Planning techniques
Good estimating

Risk management

Dealing with risk
Implementing a risk plan
Agreeing the project plan
Informing those who need to know

Project Closedown

Is the new reality what we expected it to be
Project evaluation
Project finish and close down
Post audit