

PROJECT MANAGEMENT – Planning & Controlling Projects (2-Day Workshop)

Most organisations today are delivering their business strategies and objectives by carrying out a range of projects to achieve these, as well as the normal use of projects to deliver IT improvements; develop new products and services; etc.

This practical workshop gives you all the methods, tools and techniques necessary to effectively plan, manage, monitor and deliver your projects. As well as the skills needed to effectively carry out the role of project manager.

Objectives

- ◆ To understand and practice the methods and techniques for planning, organising and controlling projects.
- ◆ To understand and be able to carry out the five stages of the project management life cycle.
- ◆ To be able to agree clear objectives; define the project scope; and develop effective project plans.
- ◆ To monitor, control and adjust a project effectively and keep all relevant parties informed.
- ◆ To be able to identify, analyse and manage risks.
- ◆ To develop the skills and qualities of an effective project manager.

Learning Methods

- This is a highly participative and practical workshop.
- Delegates will practice all the skills involved with the project management methods and techniques.
- Participants will work in pairs and small teams using a variety of project management exercises; tasks; and group discussions.
- Inputs will be provided on the various project management skills and techniques, handouts being provided on these.

Who Should Attend

This workshop is designed for all those managers who have to lead and manage projects, taking an overview of the project and keeping it on track. It is not suitable for those who are only involved in carrying out the activities of the project.

P.T.O.

CONTENTS OF THE WORKSHOP INCLUDE:

- The Five Stages of the Project Life Cycle.
- The Different Project Roles.
- Project Initiation, Agreeing Project Scope, Definition and Specification.
- Stakeholder Management and Engagement.
- Milestone Plans and Milestone Result Path Plans.
- Planning Projects Using:
 - Work Breakdown Structures.
 - Network Diagrams.
 - Bar, (Gantt), Charts.
- Risk Identification, Analysis and Management.
- Management of Issues.
- Monitoring and Controlling Project.
- Gaining Support and Maintaining Commitment To the Project.
- Running Effective Change Control Processes.
- Promoting the Project and Keeping It Alive.
- Project Closure:
 - Measuring Results Against Project Objectives.
- Project Closure Meeting.
- Capturing Learning for Future Projects.

Number Of Delegates

Because of the interactive nature of this workshop, a maximum number of 12 people can attend the workshop.

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