

PROGRAMME MANAGEMENT WORKSHOP (A 2-Day Workshop)

Often the work needed to achieve a key organisational objective will be far greater than can be easily organised & carried out in a single project. As a result the organisation will undertake a programme that consists of a number of inter-related projects, each of which deliver different parts of that key organisational objective.

Programme Management is the co-ordinated management of a portfolio of projects to achieve a set of objectives which together deliver an overall objective.

Programme Management provides the framework for implementing business strategies and initiatives through managing a number of multiple projects.

This two-day Programme Management workshop trains you in the process, methods and skills of programme management.

Objectives

- To understand what constitutes a programme, and how programmes are different to projects
- To learn how to carry out the six processes present in Programme Management
- To identify what is included in a Programme Organisation Structure, and the different Programme Management Roles and their responsibilities
- To understand the key documents and information that need to be produced & used during the management of a programme
- To be aware of how to plan & schedule a programme
- To learn how to develop a Benefits Management Strategy, and carry out the Benefits Management & Realisation Process
- To learn the skills of carrying out Programme Stakeholder Management; Risk Management; Quality Management; & Programme Change Control

Learning Methods

This is a practical & interactive workshop, and the following learning methods are used:

- Inputs
- Exercises
- Group discussion & activities
- Detailed handouts

Workshop Contents

Overview Of Programme Management

- Definition of Programme Management
- Differences between programmes & projects
- When to use Programme Management
- What Programme Management requires the understanding & management of

Programme Management Processes

- The six processes in Programme Management
 - Identifying a programme
 - Defining a programme
 - Establishing a programme
 - Managing the project portfolio

- Delivering benefits
- Closing a programme

Programme Management Organisation Structure & Roles

- Programme Organisation Structure
- Programme Management Roles & Related Project Management Roles
 - Senior Responsible Owner, (SRO)
 - Programme Manager
 - Business Change Manager
 - Programme Management Office, (PMO), Manager
 - Programme Management Office, (PMO), Officer
 - The Project Sponsor
 - The Project Manager
- Competency Framework For Programme Management Professionals

Key Programme Management Documents & Key Information

- The Programme Mandate
- The Programme Brief
- The Vision Statement
- Programme Definition Document
- The Blueprint

Programme Planning

- Key principles of programme planning & its purpose
- Information that a Programme Plan needs to contain
- Programme Planning Process
- Defining programme tranches & different approaches to defining them
- Programme Resource Plan – purpose & content

Programme Schedule

- The programmes Dependency Network of projects
- Project delineation
- Information required from the projects to produce the Programme Plan & Schedule

Benefits Management

- Benefits Management Process & responsibilities within it
- Identifying benefits & different types of benefits
- Realising benefits
- Quantifying benefits
- Benefits Profiles
- The four critical tests that the definition of the benefits must pass
- The Benefits Management Strategy
- Programme Benefit Reviews

Stakeholder Management

- Identifying stakeholders
- Stakeholder analysis
- Stakeholder communications
- Developing the Communications Strategy
- Communication channels

The Risk Management Process

- Risk Policy & Risk Management Strategy
- Roles & responsibilities for managing risks

- Risk identification & types of programme risks
- Risk Tolerance
- Risk Evaluation
- Risk response actions
- Risk allocation
- Risk profile
- Monitoring, reviewing & reporting risks
- Risk Register

Quality Management

- Responsibility for Quality Management in the programme
- The Quality Management Strategy
- Quality Management & contracts

Programme Change Control

- Escalating changes to the programme level

Duration of the Workshop

The workshop is 2 day in duration.

Maximum Number of Delegates

A maximum of 12 delegates can attend each workshop.

FOR MORE INFORMATION:

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