

"Master-Classes" in Management Development



MANAGING PROJECTS A Two-Day Programme

Programme Objectives

Delivering projects on time and within budget is crucial for any organisation. This programme provides a refresher for managers in effective delivery of projects.

The specific objectives for the programme are to:

- Provide delegates with an understanding of the techniques of project management.
- Help delegates develop their own project management skills so that projects are completed to the right quality, within budget and on time.
- Discuss the importance of the fourth dimension of project control, that of people management.
- Show delegates how to form effective teams that reflect the key objective of each project.

Who is this programme for?

Delegates will identify how to manage single and multiple projects and recognise the techniques and procedures necessary to improve on time, service delivery and reduce risks of project failure.

Programme Contents

- . What is a Project?
- . Project Management Life Cycle
 - . Proposal & Initiation
 - . Design & Appraisal
 - . Execution & Control
 - . Conclusion & Close-down
- . Project Management Success Dependencies
- . The Project Manager's Role
- . What Makes a Good Project?
- . Planning & Organising the Project
 - . Project Definition
 - . Work Breakdown
 - . Organisation
 - . Responsibility
 - . Assignment of Work
 - . Network
 - . Schedule
- . Project Objectives & Vision
 - . Writing a Project Vision
- . Constraints

- . Risk Analysis & Contingency Planning
- . Project Planning
 - . Summary Plan
 - . Project Plan
 - . Team Plan
- . Work Breakdown Structures
 - . Exercise
- . Leading the Team
 - . Personal Questionnaire
 - . The most effective leadership style for your project
- . Teambuilding
 - . Effective Project Teams
 - . Team Roles
 - . Selecting the Project Team
- . Personal Action Plans

