

# THE IN-HOUSE TRAINING COMPANY

## Successful project management

### Overview

The aim of this course is to provide an overview of the key principles and techniques for leading and managing project work. It will focus on the core principles and generic methods of project management, showing how these can be applied to typical projects.

The scope of the programme includes:

- Key project management concepts
- Project definition and stakeholder management
- Project planning and risk management
- Project control and change management

The course also emphasises the importance of the leadership and team-working skills needed by project managers and team members in carrying out their roles.

### Learning objectives

The principal training objectives for this programme are to:

- Explain and demonstrate the key principles of successful project management
- Demonstrate a range of useful project management tools and techniques
- Define the role of, and help participants understand the skills required by, the project leader
- Illustrate the use of project skills through examples and case studies
- Identify ways to improve project management, both individually and corporately

### Who should attend?

This programme is designed for project managers, project team leaders and project technical staff. Participants will typically have a range of experience in managing projects or project activities. The course provides a structured framework for managing projects for those who are newer to this field and a refresher for those who are more experienced.

### Format

A thoroughly practical two-day course involving exercises, a case study running through the programme, formal presentations and tutor-facilitated discussions.

### **Special features**

To facilitate the knowledge transfer and performance improvement process, we recommend that the programme sponsor both introduce the course and be present for the final session.

For maximum benefit, this programme can be tailored to incorporate internal procedures and practices. This can include reference to methodologies such as PRINCE2™ and the APM's Body of Knowledge.

### **Expert trainer**

**John** is a highly qualified (BSc, MSc, CEng, MIMechE, MAPM, AMInstP) independent consultant specialising in project and change management. He established his consultancy practice in 1990, following 20 years of industrial management experience, and now offers a wide range of management training and team development programmes. He also provides facilitation and consultancy services to help clients with specific projects or to assist them with staff and management development programmes.

Before setting up his consultancy and training business, John was a senior manager with Ilford Limited, a leading manufacturer of specialist photographic products. Having starting as a development engineer, he progressed through technical and team leadership roles and was appointed Manager of Engineering Development in 1980. In this role he was directly involved in a major company restructuring programme whilst managing a diverse portfolio of multi-disciplinary engineering projects. His project management role subsequently grew to include a range of business projects, including manufacturing improvement programmes and new product introductions. John was also involved in co-ordinating international technology transfer activities and in strategic business development studies within the Ilford Group.

John's project management experience includes the design and installation of new manufacturing equipment, the development of new products, the improvement of manufacturing procedures, the relocation of offices and staff and organisation restructuring. John has also co-ordinated international project teams and carried out assignments in support of strategic business development programmes.

Prior to joining Ilford Limited, John trained in the automotive industry and gained an honours degree in Applied Physics. He went on to conduct post-graduate research in cryogenics at Oxford University for which he was awarded an MSc in Engineering Science. John is a member of the Institution of Mechanical Engineers, The Institute of Physics and The Association of Project Management.

John's client base includes leading organisations in Engineering, Manufacturing, Construction, Defence, IS/IT and Education. He is an associate with Loughborough Business School and is a senior consultant and course director with a number of well-known training organisations. Whilst his work is centred in the UK, he frequently works internationally in Europe, the Middle East and Asia.

A highly experienced, popular and professional trainer, John's courses are always much appreciated by the participants, as the following comments show:

'I really liked the practical exercises'

'There was certainly a lot to think about'

'John's experience was excellent'

'The group was encouraged to interact very well'

'A very useful course'

'A very worthwhile, productive and enjoyable two days'

## Workshop outline

### DAY ONE

#### 1 Introduction (Course sponsor)

- Why this programme has been developed
- Review of participants' needs and objectives

#### 2 Key concepts and requirements for success

- Projects and project management
- Lessons from past projects; the essential requirements for success
- Differences between projects; characteristic project life cycles
- The challenges of project management; the role of the project manager
- *Project exercise*  
– A team exercise to demonstrate the challenges of project management

#### 3 Defining project objectives and scope

- Identifying the stakeholders; key roles and responsibilities
- Getting organised; managing the definition process
- Working with the 'customer' to define the project scope

#### 4 Project case study: part 1

- *Defining the project objectives: syndicate teams define the objectives and scope for a typical project*

## 5 Project planning

- The nature of planning; recognising planning assumptions
- Planning the plan; the importance of team involvement
- Developing the work breakdown structure
- Estimating task resources, timescales and costs
- Developing the project schedule
- Analysing the plan and identifying the critical path

## 6 Project case study: part 2

- *Creating the project plan*
- *Syndicate teams begin development of their project plans (for completion after session 7)*
- *Team presentations and group discussion (after session 7)*

### DAY TWO

## 7 Managing project risks

- Understanding and defining project risks
- Classifying risks and adopting an appropriate risk strategy
- Identifying, evaluating and managing project risks
- Agreeing ownership of project risks; the risk register
- Integrating planning and risk management

## 8 Project control

- Pro-active and re-active control; striking the right balance
- Pre-requisites for effective, pro-active project control
- Avoiding unnecessary 'scope creep' and controlling change
- Selecting the data needed to provide early warning of problems
- Monitoring project performance: 'S' curves, slip charts, earned value
- Getting good data and assessing project status
- Defining the roles and responsibilities for control
- Setting up a routine process for keeping up to date
- Managing and controlling multiple projects

## 9 Project case study: part 3

- *Controlling the project*
- *Teams control their project as new developments take place*

**10 Course review and transfer planning** (Course sponsor present)

- Identify actions to be implemented individually
- Identify corporate opportunities for improving project management
- Sponsor-led review and discussion of proposals
- Conclusion

**Any questions?**

**Please just give us a call on 01582 463463 – we're here to help!**

**Or visit [www.theinhousetrainingcompany.com](http://www.theinhousetrainingcompany.com)**