

THE IN-HOUSE TRAINING COMPANY

The project management toolkit

Overview

The aim of this course is to provide project managers, project engineers and project support staff with a toolkit they can use on their projects. The tools range from the simple that can be used on all projects to the advanced that can be used where appropriate.

The scope of the programme includes tools and techniques for:

- Stakeholders management
- Requirements management
- Scope management
- Estimating
- Scheduling
- People management
- Monitoring and control

Learning objectives

This programme will help the participants to:

- Identify and engage with stakeholders
- Use tools for requirements gathering and scope management
- Produce better estimates using a range of techniques
- Develop more reliable schedules
- Effectively manage delivery

Who should attend?

This programme is aimed at anyone looking for a set of pragmatic techniques to use when delivering projects. It adds the 'how' to formal methodologies such as PRINCE2[®].

Format

A practical two-day course involving exercises, case studies, formal presentations and tutor-facilitated discussions.

Expert trainer

Steve is a highly experienced and qualified consultant. He started as a computer programmer, working for a subsidiary of Nat West, before taking on a role in pre-sales consultancy and client training both in the UK and internationally. He became involved in Project Management in the 1980s while working for a services company. Two spells as a company director saw him take an interest in formal methods. A return to full-time project management included a series of increasingly complex projects and led to programme and portfolio management roles. He has worked with both on-shore and off-shore teams to deliver change on behalf of his clients. He has been a full-time trainer since 2008 and is accredited to teach PRINCE2®, APMP, PMP and Agile Project Management. Steve has worked for a broad range of clients including Nationwide Building Society, The Post Office, the Department for Work and Pensions, the Environment Agency, UK Payments Authority, Hoover, Corus, British Airways and bmi British Midland as well as a number of banks, local authorities and housing associations.

A highly experienced, popular and professional trainer, Steve's courses are always much appreciated by the participants, as the following feedback shows:

'Steve is an amazing trainer who brings humour and clarity to even the most complex concepts. It was a pleasure training with you Steve and thank you for a great week! I would highly recommend Steve as a training provider to anyone needing Project Management or PRINCE2® training. Worth every penny!'
Samantha Mignano, Beyond Metrix Ltd

'Steve was brought in to focus on a specific software compliance project that had a very definite timeframe. Not only was the project completed on time, to budget and to all stakeholders' satisfaction but Steve also managed to build and execute a training programme for the incumbent project management team. I cannot speak highly enough of Steve's professionalism, expertise, communication or ability to get things done.'

Mathew Stratton, Director & General Manager – Neurological Products Division, Renishaw

'Steve is a highly experienced, knowledgeable, and excellent project management practitioner/trainer. I am pleased to have been a participant on his PRINCE2® Practitioner training course and to have gained from Steve's intensive knowledge transfer and personable training style. I would certainly recommend Steve to other senior business professionals who want to learn more about achieving excellence in project management.'

Kuldip Reyatt, Strategic Visioning Partners

'Steve provides a superb quality of training, with exceptional knowledge of his subject. This is best measured by results, from having no prior knowledge, I passed the PRINCE2® Practitioner exam with 90/100!! Thanks Steve!'

Neil Barnes, Development Communications and Project Coordination

Workshop outline

DAY ONE

1 Introduction

- Overview of the programme
- Review of participants' needs and objectives

2 Stakeholder management

- Using PESTLE to aid stakeholder identification
- Stakeholder mapping
- The Saliency model
- Stakeholder engagement grid

3 Requirements management

- Using prototypes and models to elucidate requirements
- Prioritising techniques
- Roadmaps
- Requirements traceability

4 Scope management

- Work breakdown structures
- Responsibility assignment matrix

5 Delivery approaches

- Sequential
- Agile

6 Estimating

- Comparative estimating
- Parametric
- Bottom-up
- Three-point estimating
- Delphi and Planning Poker
- Creating realistic budgets

DAY TWO

7 Scheduling

- Critical path analysis
- Smoothing and levelling
- Timeboxing
- Team boards
- Monte Carlo simulations
- Probability of completion

8 People management

- Situational Leadership
- The Tuckman model
- Negotiation
- Conflict management
- Belbin

9 Monitoring and control

- Earned value management

10 Course review and action planning

- Identify actions to be implemented individually
- Conclusion

Any questions?

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

Or visit www.theinhousetrainingcompany.com