

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.

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 Salience 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