

Project management (full day)

BiteSize Learning
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This course, ideal for those managers need a full understanding of the process and people elements of managing successful projects, provides a strong framework and an opportunity to consider the key stakeholders in successful project delivery. The course helps participants to develop the thinking and skills needed to manage projects through to successful completion. Participants will understand all the key elements to manage resources and timescales and manage key stakeholders.

Participants will learn to...

- Clearly define the project and expected outcomes
- Use the project management framework as a checklist for getting things done
- Map, understand and manage key stakeholders
- Use critical path analysis and other tools to plan and deliver projects on time
- Understand motivation and engage and inspire the team
- Monitor progress and performance and take necessary corrective action
- Manage project change and avoid or manage scope creep
- Drive and direct small and large initiatives to their successful conclusion
- Exploit success to generate momentum for further initiatives
- Evaluate and build upon experience to deliver even more effectively next time

Key course elements

Introduction

- Definition and characteristics of strong projects, project managers and teams
- The four phases of a project

Definition and assessment

- Understanding the context and project goals
- Clarifying the constraints, understanding the sponsor and project Initiation

Planning

- Tools and techniques for planning and Risk Management
- Engaging the team and understanding contribution and motivation

Implementation and control

- Benchmarking, tracking and reporting
- Managing Change and scope creep

Stakeholder management

- Stakeholder mapping
- Understanding, managing, and influencing all key stakeholders

Evaluation and closure

- Gaining acceptance for the completed assignment
- Recognising and rewarding the team