



PROJECT MANAGEMENT AND PLANNING

Workshop Overview

An ideal Workshop for any member of staff, who, as part of their “day job” has responsibilities to make sure that successful projects are planned and delivered. The workshop will set in place the fundamental principles involved in delivering successful projects. It will enable attendees to plan, develop and implement projects in a timely and cost effective manner so that business goals and objectives are met.

Participants

Anyone who intends to be responsible for the delivery of projects of any size, and who is interested in developing greater personal effectiveness, time and task management skills to achieve this.

Workshop objectives

By the end of the Workshop, participants will be able to:

- Define the nature and scope of the types of projects for which they will have responsibility.
- Understand the tools and techniques available to plan and manage projects in their environment.
- Establish ways to stay in control of projects.
- Clarify ways to manage time and tasks associated with the project.
- Understand how to gain the support of others.
- Construct a simple project plan.

Major Themes

- What is a project, what is not a project - definition and scope
- Principles of constructing a project plan
- Planning time and tasks - fitting the project in with the “day job”
- Working with others - leadership and persuasiveness
- Staying in control - project quality control and review - tools and techniques
- Evaluating project success

The Workshop is highly participative using discussions, exercises, case studies and reviews.

Duration:1 Day