

The Principles of Project Management : Exemplar 2-day programme

Main Purpose: The delivery of a Project Management 2-day programme for managers and operational colleagues

Outline Activities:

A 2-day in-house programme is planned, tailored to meet the culture, philosophy, group dynamics and projects of the organisation, that:

- covers the basic Project Management principles
- considers the projects that the organisation are currently delivering or are in the pipeline
- offers a fundamental awareness of project management terminology, processes, tools and techniques under-pinning effective Project Management, that can be used across a variety of project-types, organisational areas and teams

Prior to the 1st session, JFA will contact the organisation to gain a full picture of the organisation's activities and culture, and will provide a questionnaire for colleagues due to attend the session to complete, gathering information on:

- the projects that they are currently delivering (or have/will be),
- their strategies and challenges, plus
- any specific aims they have for the training,

so that these can be incorporated into the training sessions making content 'real-life and relevant'.

Prior to the 2nd day, JFA will similarly request feedback from delegates to ascertain any specifics, such as challenges faced, to incorporate into day 2.

A delegate Action Plan will be completed at the end of each session for colleagues to apply to their project work post-session.

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This programme provides a practical 'hands-on' approach to managing projects, covering the project's life cycle, from the project start-up sequence, application of monitoring & control to keep it on-track, plus activities required to close a project, the programme will also include aspects of managing the people on projects. Delegates will think about their actual projects prior and during the programme and will have an opportunity to apply useful tools to 'live' projects, where applicable.

The sessions involve a range of activities including: facilitator input, workshop & problem-solving activities, facilitated group discussions, peer-to-peer / action learning, reflection and action planning.

No prior knowledge or experience will be required for the programme, which offers delegates the knowledge to make a positive contribution to any project.

By the end of the programme, delegates will be familiar with a range of project management knowledge areas including:

- Project Management & its environment
- The Project Lifecycle
- Project Management Structures
- Project Management Planning
- Scope Management
- Scheduling & Resource Management
- Risks & Issues
- Project Quality Management
- Project Communications
- Leadership & Teamwork

Delivery of the sessions generally will be separated by a week, providing the benefit of delegates having time to reflect on their learning and then put their learning into practice 'back in the office'. On their return, delegates will be able to reflect on and share their recent experiences, and once more learn from one another.