

## Project Management Techniques and Tools for the Voluntary Sector

### An Introduction

**Project Management can be key to the successful development of an organisation,** with Project Management tools being instrumental in introducing key elements such as formal planning, risk and resource management, as well as giving structure to activities. The opportunity for the Voluntary Sector to capitalise on the benefits offered by project management is significant.

**The principles and techniques underlying Project Management can be used to great effect within any sized voluntary sector organisation to make it more efficient, be successful and ultimately grow.** Managing and controlling the organisation and its work is becoming increasingly more important, particularly as the demands on volunteers', employees' and Trustees' time is forever increasing.

This two-day programme offers participants the opportunity to explore the fundamentals of Project Management, including starting, delivering, monitoring and evaluating a project that will meet the required objectives, as well as the expectations of the various stakeholders concerned. It will allow participants to see how the various principles and tools can be applied to the delivery of a wide range of informal and formal initiatives within their own organisations, helping them to become more efficient through the saving of both time and money.

### What to expect

This action-learning programme will include workshop activities and facilitated group discussions, providing colleagues with essential knowledge of the key aspects of Project Management. It will also provide participants with an opportunity to apply this knowledge and develop their Project Management skills through simulated activities as well as the planning of their own project.

The programme will offer a broad understanding of Project Management including:

- Project Management Principles
- The Project Manager and Project Team
- Useful Project Management Tools
- Initiating a Project
- Planning the Project, including Risk Management and Project Organisation
- Project Delivery, Monitoring and Control
- Closing the Project



## **An Introduction ... Is it for you?**

This programme is useful to a wide range of individuals, including:

- any manager or leader interested in enhancing the efficiency of their organisation or team, through the introduction of effective project planning practices
- any individual who wishes to improve the efficiency of their own day-to-day working by applying project management techniques
- anyone whose work indirectly or directly supports the delivery of a project
- any person involved in a project or change management process, who would like to improve the effectiveness of their team

The programme is not suitable for individuals who have already achieved a Project Management qualification.

## **The Outcome**

At the end of the programme, you will have a clear understanding of how Project Management can enhance the delivery of any business-related project. Exploring and using the various principles, concepts, tools and techniques through the various simulations or planning of your own project, will help increase your confidence and effectiveness in the delivery of a wide range of project-related initiatives.