

Project Management Across Silos

1 Day workshop

'People, Plans and Processes'

Scenario The project management model is universally applicable to all change initiatives, large or small. As a discipline, project management has developed from the sharing of tools, techniques and experiences of project teams over many decades, coupled with theoretical models which seek to make sense of projects as distinct from day-to-day work activity.

Audience This workshop is designed for anyone new to the role of project manager, or who may have some experience but no specific training.

To enable delegates to understand the processes, procedures and terminology common to most projects. This workshop will benefit individuals needing to know the tools available to help them successfully conclude each project.

Benefits

Objectives

By the end of this workshop you will be better able to:

- Distinguish between projects and operational activities
- Distinguish between project management and project leadership
- Identify the roles and responsibilities of the key people involved
- Identify the skills knowledge and behaviours required for effective project management
- Identify standard planning activities, tools and techniques
- Practise setting objectives and allocating tasks
- Practise planning a project using a variety of tools and techniques
- Practise working as a team

Content

Projects and Their People

- Defining the key characteristics of a project
- Project management and project leadership
- Skills, knowledge and behaviours of effective project managers
- Roles and responsibilities of key people
- Stakeholder analysis

Key Theories and Activities

- Project management terminology
- Project life cycle
- Scoping exercise
- Gantt charts
- SWOT and PESTLE analytical tools
- Team exercise in project planning

Essential Planning Activities

- Standard planning tools and techniques
- Essential documentation
- Statement of work and work breakdown structure
- Predicting risks and preparing for unforeseen circumstances
- Estimating time

Activities

A variety of activities will be used to explore the topic. These include group discussion, small group work, reflection and case studies. You will be encouraged to draw upon and share your own work experiences and to explore how the featured models and concepts can work for you. Action planning for future success and integrating principles into practical application.