

Managing projects involves understanding the business goals, assessing the organisational capacity up front, setting SMART objectives, getting the governance right, detailed preparation, contracting to deliver, skilful communication, absolute focus on the outcome and effective management of the risks and changes encountered all the way through to completion.

Projects are equally very much about the people involved and how they are motivated and managed. This two-day workshop offers a participative, active opportunity to focus on how to take a project through all of its stages, and maximise the results for your organisation and for the people concerned.

Your Workshop Leader: Alan Fowler

LEARNING OUTCOMES

By the end of the workshop participants will be better able to:

- define the nature of the challenge accurately
- prepare and plan for all stages of the project
- lead and motivate project team members through every stage
- implement and monitor the progress of the project
- maximise the impact of your team's project experience

AIM OF THE WORKSHOP

Workshop attendees should emerge with a clear understanding of the role of the project in the business and how to translate that into delivery. They will be able to ask the right questions of the right people up front to get clear, recognisable and achievable objectives and be able to monitor and report them through to realisation of the expected business benefits. They will understand what to cover in preparation and have reviewed the basic skills of planning, estimating, risk, change and quality management. The importance of participative approaches to management and capitalising on peoples' existing skills will be understood. Ideally participants will focus on a particular project that they will manage within the organisation now and in the future and they will be encouraged to make working decisions based on the principles, skills and ideas that emerge from the workshop.

WHO SHOULD ATTEND

Anybody within an organisation, at any level, who has been given the responsibility of managing projects as part of their role.

Outline Programme Content

'The biology of people and projects'

– a new understanding of why we behave as we do and how we can capitalise on that to succeed more readily.

The advantages of putting the project in the context of the business

– business plans and value drivers, and how the project goals align with them. Assessing the organisational capacity up front and setting objectives that are SMART – specific, measurable (recognisable to the business), achievable, realistic and in a time bound context.

The value of detailed understanding

– objectives, understanding, planning, people, communications, techniques, processes, locations, use of PM and development tools.

Getting the governance right

– the project as a contract with the business. Defining the scope, value, and budget, including estimation techniques. Managing expectations from the outset, monitoring the control roles and process and visibility of the progress.

Navigating to achieve expected outcomes

– and to realise the business benefits. Dynamic planning and focusing. Management of risk, change and quality. Getting all the way through to completion.

Leading, managing and developing people in a project

– assessing skills and capitalising on abilities, managing expectations, delegating responsibility with authority, training and communicating, equipping, daily management style and process, communicating progress, recognising achievement, problem solving/ their removal, the learning process.



COMMUNICATE

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