

You may be involved in a variety of projects without, however, having responsibility for their management. Yet if your contribution or involvement as a stakeholder or participant is not timely or appropriate, it may have negative consequences for your own work or even wider repercussions. This broad-ranging workshop will develop your understanding of key considerations in the definition, drivers, management and resolution of projects, and how they affect you.

**Your Workshop Leader: Alan Fowler**

## LEARNING OUTCOMES

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

- Define a project and its key characteristics
- Distinguish between a project and a programme
- Understand key disciplines needed to manage a project
- Discuss the role of a project in an organisation
- Know how to help set project objectives that are SMART
- Understand the roles and tasks of the parties to a project
- Know how requirements analysis should be carried out
- Understand what is involved in managing change
- Explain how project governance should work
- Describe the roles of sponsors, stakeholders and users
- Discuss how expected project outcomes can be achieved in full

## AIM OF THE WORKSHOP

Workshop attendees should emerge with an understanding of project theory and practice, together with a commitment to participative approaches to project management. Whatever role they have, whether sponsor, steering committee member, stakeholder, user, future manager or team member, they will know the context in which they are working and how to give effective support to the project. Ideally participants will focus on a particular project that they will be involved with in 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.

## Outline Programme Content

### Welcome and Introductions

#### What is a Project?

Definition. Typical project disciplines – feasibility studies; business case formulation; approval processes; planning; estimating; resourcing; managing risk: issues, change, quality and budget; governance; control processes and methodologies

#### Whose Project is this anyway? – the business context

Business plans and value drivers. How projects align with business strategy. Assessing your organisation's capacity to deliver the project. Setting objectives that are SMART. Planning – forwards and backwards.

#### What's in it for me? - understanding change

Objectives and agendas of different parties to the project. Requirements analysis techniques. Personal reactions to change. Managing changes in the business.

#### Syndicate Exercise – The Journey - briefing Syndicate Exercise – The Journey

#### Governance – what should it do?

Current good practice in Project Management. The project as a contract with the business. Sponsors. Steering Committees. Stakeholders. Project Managers.

#### Managing the project in flight

Managing risk, expectations, benefits, costs, change, quality, configuration – and people. Visibility. Communication.

#### Navigating to achieve expected outcomes

Focus on expected results and risks. Dynamic re-planning. Successful reaction to threat of non-achievement, slippage and overspend. Getting all the way through to Value.

#### Summary and Close of Workshop

## WHO SHOULD ATTEND

This course is aimed at people who may be involved in projects and responsible in one way or another for their successful outcome as participants, stakeholders and business users.



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