

Ron Rosenhead

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**Joining Instructions for 3 day project
management event**

Project Management Training

To: All Participants

We are looking forward to working with you to develop your project management skills and to discuss their application to current and future projects.

The attached paperwork describes the content of the three-day event. Please do bring the completed questionnaire with you.

The three days will be very practical and very participative. You will be involved in a range of group activities which will be used to look at how they are applied in the workplace.

Day 1 of the course starts promptly at 10.00 and we will finish at 16.00 on Day 3. There will be some work required in the early part of the Monday evening.

We very much look forward to meeting you.

Ron Rosenhead

Objectives:

As a result of participating fully in this programme, you will:

1. Have a common understanding of what project management means to the business
2. Gain confidence in actively delivering projects within the company
3. Develop a range of skills to support project delivery
4. Recognise the role(s) you play and define other people's contribution to Project Management process
5. Recognise and reduce risks within all types of project work

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Day 1:

Introduction to the course

- Who is who
- Objectives
- How we will work together

Pre – Work Discussion: ‘Introducing a Project Management Methodology’

- What it is
- How it will be used in the course and within the company
- Work in progress

Set-Up Initiation: ‘Why are we doing the project?’

- Ensuring there is a robust business case
- What goes into the business case
- Benefits management
- Ensuring ‘promises’ are realistic
- Getting sign off for your business case

Individual action planning

Set-Up Definition: ‘What are we doing?’

- Role Analysis – having clear roles in projects
- Stakeholder management – what it is – its importance to all projects
- Defining projects – having clear project objectives – the importance for the client, the company and the project manager
- Identifying the key driver for the project: quality, cost, time
- Holding start up workshops

Individual action planning

Evening Work 17.30 to 19.00:

In groups, working on a case study

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Day 2: **30 October 2007**

Review of Day 1. Review of evening work.

Set-Up Definition: continued

Risk Management

- its importance to projects
- its importance to the company
- its importance to our clients

Monitoring and Control

- starting this process early in the project life cycle

Benefits Realisation

- the link back to initiation and monitoring and control
- project communication – producing effective communication plans

Individual action planning

Delivery Planning

Using a process to develop an effective plan

- work breakdown
- estimating
- predecessor relationship/dependencies
- developing resource charts
- people
- technical
- producing charts
 - Gantt charts
 - Milestone charts
 - Critical Path

Individual action planning

Evening: Course Dinner

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Day 3: Review of Days 1 and 2

Delivery: Monitoring and Control. Are we delivering against the plan and objectives?

- Current approaches
- What works and what does not work
- Setting and using tolerance
- Reporting
- The link with organisational governance

Individual action planning

Closedown and Review: Did we deliver – What can we learn?

- Ensuring you have a formal review process in place
- Identifying learning
- Identifying carry over tasks

Individual action planning

Review of Programme

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Please describe below your role in one recent project

What sort of problems typically arise in projects?

What skills do you need to improve in order to achieve success in managing or contributing to projects?

Thank you for completing this questionnaire. Please bring it with you to the course.