

**Ron Rosenhead**

Helping you deliver on time, on  
budget and with the right results!



[www.ronrosenhead.co.uk](http://www.ronrosenhead.co.uk)

# The Perfect Project

## Background Information

*"The trainer was fantastic. He did a very good job. Has very good presentation skills and is very experienced. He managed to cover all the topics in the manual which is an achievement. Very grateful to the trainer and all involved. I have learned a lot of new things that will be put into practice."*

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# Project Management Training

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## The Perfect Project - 2 day training programme

This 2 day project management event takes participants from an original idea through to project delivery.

We use a 5 stage model to help people deliver projects and use a case study to develop both their knowledge and their skills. The course is tried and tested and very practical. We have the following objectives for the event:

**AIM:** To build on and further develop project management skills

**OBJECTIVES:** At the end of the training you will be able to:

- use a standardised framework for defining, planning and controlling projects
- recognise the role(s) you play and define other people's contribution to Project Management process
- recognise and reduce risks within all types of project work
- use a range of tools with wide application

*"The trainer was excellent, very knowledgeable, clear, helpful and the techniques he used were great."*

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## Content of The Perfect Project events run by Project Agency.

1. Using a 5 stage project management framework
2. Developing a Business Case for a project
3. Defining a project - completing a Project Initiation Document (PID) including scoping the project
4. The need for kick off or start-up meetings
5. Identifying project roles and assigning responsibilities
6. Stakeholder analysis and management
7. Producing measurable success criteria
8. Identifying and managing risks
9. Understanding what is driving the project; quality, cost, or time
10. Developing a work breakdown structure
11. Using predecessor or dependency relationships
12. Producing and using effectively Gantt charts
13. Milestone reporting
14. Developing realistic estimates – time and cost
15. Understanding and how to calculate the critical path of a project
16. Communications planning
17. Agreeing a robust project control system
18. Dealing with variations
19. Project closure and review

We work on a case study throughout the 2 days e.g. developing a project definition for the project alongside a risk log and a project review process. There are some 14 activities individuals and groups go through to develop their knowledge and their skills.

*"A really excellent course – the best course I've been on so far"*

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## Format for the event I

Different organisations have different needs and different groups within organisations need different approaches to meet these needs. Set out below you will find different formats. Please contact me on +44(0) 208 446 7766 to discuss the best approach for you

|          | Attend Perfect Project event | Free E Course<br>① | Receive Deliver That Project<br>② | One Day follow up<br>③ | Receive 2 coaching sessions<br>④ |
|----------|------------------------------|--------------------|-----------------------------------|------------------------|----------------------------------|
| Option 1 | *                            | *                  |                                   |                        |                                  |
| Option 2 | *                            | *                  | *                                 | *                      |                                  |
| Option 3 | *                            | *                  | *                                 |                        | *                                |

① This is a series of emails sent directly to the individual's in-box. They are a mix of education and training and includes free downloads:

- 63 Project Management Tips
- Project Management Templates

② Deliver That Project is a practical step by step training guide which takes an individual from initial idea to delivery of a project. Go to [www.deliverthatproject.com/main.html](http://www.deliverthatproject.com/main.html) for more information. The e-book is sent to an individual via email

③ One day follow up - this is a practical one day workshop which focuses on:

- looking at queries from the 2 day Perfect Project event
- application of the course to actual projects - group and individual work
- helping to develop individual plans around a specific project
- holding individual clinics

④ The 2 one hour coaching sessions are spaced - approximately two weeks from the end of the Perfect Project event and approximately 3 weeks from the first coaching session. (We will fit them around your timetable). The sessions are conducted by telephone and focus on individual needs identified on the 2 day event.

## Format for the event II

We can develop an event specifically for you using a mix of the options above. We can deliver an event focussed on your needs and welcome your enquiries on +44(0) 208 446 7766

We can run this event over one, two and three days if you wish.

*"I found this very interesting and I am sure that I will find it extremely useful. Workshop notes including forms are excellent."*