

Ron Rosenhead

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Introduction to Project Management

"Unless you are prepared to give up something valuable you will never be able to truly change at all, because you'll be forever in the control of things you can't give up."

Andy Law, Creative Company

Project Management Training

Workshop Outline

To: All Workshop Participants

We are looking forward to working with you to develop your Project Management skills and to discuss application to current and future projects.

The attached paperwork describes the content of the one day workshop.

This will be a participative workshop and there will be a variety of activities and exercises to carry out over the duration of the programme

We look forward to meeting you to advance Project Management skills within the organisation.

Ron Rosenhead, Project Agency

Objectives:

At the end of the workshop you will:

- ❑ understand the need for a consistent approach to project management
- ❑ be able to use some of the project management framework on projects
- ❑ use some project management tools and techniques on internal projects alongside day to day work
- ❑ identify how to deal with common project management problems

Project Management Training

Workshop Outline

We set out below the content of the workshop. Please note that the exact detail will depend upon what issues are relevant. Treat what is written as a guide.

We will start at 9.30 finishing at approximately 4.30 p.m. Breaks will be taken at convenient times throughout the day.

Topics we will address include:

9.30:

- What is project management?
- Typical problems in project management?
- Using a project management framework to manage out problems and build in consistency
- Identifying project objectives – a key issue in projects
- Developing clear success criteria
- Identifying project roles
- Stakeholder management

12.30 LUNCH

- Some project management tools – using a range of techniques to manage your projects
 - Work breakdown
 - developing charts to help deliver/monitor your project including:
 - ▶ Gantt charts
 - ▶ Milestone Charts
- Risk identification and management
- Communications planning
- Closing projects – ensuring that projects closer takes place

4.30 Close of programme

The day will be a mix of:

- individual activities
- case studies
- group work
- discussions

Course notes will be provided