

The Project Management Survival Guide

The Problem

Projects are dangerous. They are high risk/high return ventures that can revolutionise the way organisations operate in an increasingly dynamic and changing world. Project success often leads to praise and promotion but failure can be expensive and embarrassing. This workshop will help you succeed.

"Tomorrow's managers will be those who manage the organisation horizontally rather than vertically. Project Management can be a fast track to the top or a gateway to career oblivion."

Benefits of the Workshop

1. The workshop provides a practical step-by-step guide for everyone involved in setting up, managing or contributing to a project.
2. The format is highly interactive and case study driven.
3. The emphasis of the workshop is on practical, implementable solutions, not 'perfect world' ideas or academic theory.

"The workshop content was very detailed, perfectly positioned and excellently paced. Thanks to Trish for making this tough subject so easy to understand – thanks." – Senior Project Manager, UK Bank

Workshop Objectives

At this workshop, you will develop your skills in:

- Effective structuring of your projects, using a step-by-step approach
- Successful organisation of project teams, using a functional, matrix or task force approach
- Effective use of sponsors and steering groups for decision making
- Proven tools and techniques for effective project planning and scheduling
- Successful project team building and team co-ordination
- Effective monitoring and control of cost, quality and time on your project
- Recognising and avoiding project pitfalls
- Understanding the role of the Project Manager, and improving its effectiveness

"Excellent content, very good presentation and very enjoyable overall" – Business Systems Analyst, UK Construction Firm

The Workshop Leader

Trish Thurley is a qualified Project Manager and a consultant Lecturer at a leading business school. She has considerable experience of change management in companies and over twelve years commercial experience. She began her career with the newly privatised British Gas and, as a result, Trish rapidly gained experience of management of change through projects. After gaining an MBA in 1989, Trish joined the Australian-owned Charterhouse Group, as part of the management team brought in to transform its ailing textiles arm. Over a period of three years, she led a range of projects including re-structuring, new business development and capital projects. In 1992, Trish joined Colgate-Palmolive (UK) Ltd, where she gained experience of Global and European Projects.

She has designed and delivered Project Management training for a wide range of companies including Linklaters, Wincanton, Sodexo, Goldman Sachs, Kvaerner and Cadbury Trebor Bassett, also public sector organisations such as the NHS.

"Excellent course with many practical tips." – Systems Developer, High Street Retail Company

Programme Outline

The Project Management Survival Guide workshop provides a practical step-by-step guide for anyone involved in setting up, managing or contributing to a project. The format is highly interactive and includes continual reference to real life case studies – bringing the theory to life.

DAY 1

What Is a Project?

- Getting started
- Creating a Successful Project Checklist (**Interactive**)
- Analysis and Reconnaissance of Projects
- Putting things right before they go wrong

What is Project Management?

- The difference between Operational and Project Management
- The Eight Step Model for Project Success
- A Process Model to guide you through the key steps, with recognised tools and techniques
- Project Simulation (**Role Play**)
- A realistic, team-based project, undertaken with a tight deadline and budget
- Client interface, issue resolution and problem solving
- Communication internally and externally

Objective Setting

- Defining SMART objectives
- Recognising Project “Drivers” e.g. Time, Cost and Quality and their trade-off

Defining Project Scope

- Scoping a real project (**Interactive**) to practise the technique
- Gaining buy-in and delegating tasks whilst maintaining control

Project Planning and Scheduling

- Proven techniques including Network Analysis, Critical Path Analysis, Scheduling, Resource Planning, Risk Analysis and Contingency Planning.
- Case studies (**Interactive**) for delegates to feel comfortable with the techniques
- Understanding the role of Project Software and deciphering the reports

DAY 2

Project Strategy and Organisation

- Defining team structure and understanding the pros and cons of Matrix Management, Task Forces and Functionally Organised Projects
- Case study (**interactive**) based on a real business case. This examines the issues and how you can pro-actively avoid the common pitfalls

Roles & Responsibilities

- Understanding the responsibility and authority implied by the different roles: Sponsor, Project Manager, Steering Committee etc.
- Managing upwards, influencing and using implied authority

Stakeholder Management, Influencing and Politics

- Exploring models to help you understand and deal with complexity in projects
- Targeting communications to facilitate buy-in, ownership and accountability

Virtual Team Working (Role Play)

- An exercise and some hints and tips on getting to grips with co-located teams
- How to maximise the impact of your communications

Change Control, Reporting and Measuring Progress

- A systematic approach to change control that will allow you to save time, be pro-active and avoid conflict
- Early indicators of potential problems and how to counter them - **The Effective Meeting Checklist**
- Techniques for ensuring the project is delivered on time, on budget and meets the client's expectations including project close-out and review

Managing Multiple Projects

- Hints and Tips on juggling a number of projects simultaneously and doing your job at the same time

Action Plan and Feedback (Interactive)

- Identifying the hints, tips and techniques you can implement back in the workplace immediately and in the longer term

Workshop Format: Practice, Practice, Practice

The core of this two-day workshop revolves around practice, coaching and feedback. We ask participants to come prepared with real life problems and issues they confront in their projects.

Who Should Attend?

The Project Management Survival Guide is designed to be applicable to all business sectors and for projects both great and small. Those who will benefit include:

- Project leaders and managers
- Project sponsors and steering groups
- Key project team members
- Project initiators and resource providers