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Introduction to Project Management

This is a one day workshop providing attendees with an overview of structured project management. It is designed for people who have either no experience of delivering projects or have delivered small projects as part of their day job.

Learning Outcomes

The key learning points for this workshop will be:

- The importance of a structured approach to managing projects
- How to write a simple project plan
- How to manage project risks
- How to manage project stakeholders

Approach

The workshop will be split as follows:

Structured Project Management

We begin by looking at some example projects and discuss their relative success and failure and begin to look at why structured project management methods came about and what their benefits are.

Project Planning

We go through the activities needed to develop a project plan, beginning with goal setting and defining success. Then we move onto Work Breakdown Structures as a method for developing a project plan. Attendees then get to take an everyday scenario and build a project plan, for instance a plan for a wedding.

Managing Project Risk

This session helps attendees discover a process for identifying, recording and managing project risks. Attendees will then split into groups and build a risk register based on either their own project or a fictitious one.

See over

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Managing Stakeholders

We look at an example project and identify the key stakeholders and their influence on the project. Then attendees develop a stakeholder map for their own project.

We then look at how we manage stakeholders and develop an outline communication plan for the stakeholders identified in the previous exercise.

A review of learning points

Each workshop ends with a review of what has been learnt. In addition, I will ask attendees to discuss ways in which they can implement the lessons of the day into their work life and come up with three things they will do differently in managing their next project

End

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