The Fundamentals of Project Management

A training programme designed to give excellent grounding in the basic skills of project management.

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Two Day Course

Project management is a core capability in many changing organisations, however over the years with the evolution and over-emphasis of the training in methodologies such as Prince 2 and the ever increasing use and reliance of project management software, the understanding and application of fundamental basic project management skills seem to have diminished.

Methodologies give good frameworks for managing projects within a corporate environment but unfortunately the project managers role can become a role of managing initiatives through the company's bureaucracy rather than adding value reducing risk and delivering excellent projects.

Software tools like Microsoft project and others, are tools not solutions and it is essential to understand what the software is doing and why it is doing it, rather than just accepting the results.

The ability to use Microsoft Project does not make a person a good project manager. Many project managers manage expensive programmes and projects with little knowledge of the underlying skills of their trade, albeit being accredited in one methodology or another.

This worrying development of a generation of project methodologists rather than a generation of skilled project managers is the issue that this course seeks to address.

Content Overview.

• The role of the project within change management is explored and what is and what is not a project is clearly defined.

• The challenges of different types of project management are looked at with particular reference to engineering versus software development projects and business change initiatives.

• The role of the project manager within organisations is investigated and the relative benefits of matrix, task force or functional management are examined.

• The Time, Cost, and Quality triangle is presented and the implications of this fundamental clearly embedded.

• The use of work breakdown structure as a planning process is demonstrated and reinforced through practical exercises.

• Network Analysis is looked at and a deep appreciation developed for its use in defining the logic of project plans and schedules including critical path analysis and how plans can be modified to improve delivery times.

• The use of the "Gantt" chart is developed and how this can be used for progress tracking budget management and project reporting.

• The use of milestones and checkpoints to manage project schedules.

• The management of risks and issues is covered with development of risk and issue workshops and risk and issue logs.

• Resource management is presented and the issues of resource management discussed and understood including the use of RACI matrices.

• The effective use of project reporting.

• Structured staged and gated approaches are looked at with an overview of Prince 2.

• The concept of agile project management is explored with discussion and evaluation of the pros and cons between more traditional "waterfall" approaches.

• Product based planning is explored and its application to staged methodologies discussed.

• The cultural aspects of teams are discussed including the Belbin model.

• Conflict management is discussed and strategies designed to reach consensus through negotiation are developed.

• The soft skills in project management are explored and developed to create effective project management team Members.

• The course will assist delegates to plan their next steps in project management.

On Completion the delegates will:

• Be able to articulate the roles and responsibilities of a project manager.

• Demonstrate in practice the fundamental hard skills required of a professional project manager.

• Be able to clearly explain the difference between project methodologies and project management skills.

• Be able to develop a project plan from basic principles with a clear demonstration of how to use the plan to manage the delivery of a successful project.

• Be able to manage risks and issues within a project.

• Be able to demonstrate how to work within a project team and understand the language tools and techniques adequately to be a competent team player.

• Be able to explain the benefit of project management software and to be able to show what and how the software tools are used.

Who Should Attend:

Individuals who are about to embark on a project management career.

• People who want to manage their own projects either within a corporate environment or privately.

• People who want to understand the tools and techniques that underlie competent project management.

• Individuals who want to achieve a good grounding in project management techniques prior to undertaking training in methodology based project management.

• Previous exposure to project management is not required and this course is suitable for beginners in the Subject.

What This Course Is Not About:

This is not a course about project management methodologies and does not serve as a replacement for Prince 2.

Expectations of Delegates:

Attendees will be expected to become fully involved in group activity and practical work.

Some evening work will be allocated and time should be allocated to complete this activity successfully.