Introduction to Project Management (Blended Programme)

A blended programme including a pre-workshop assignment and a one-day practical workshop covering tools and techniques aimed at developing participants' skills and confidence in the project leader's role

Overview

This programme consists of three elements:
- An individual reading assignment incorporating a series of reflective activities
- A one-day practical workshop
- An individual post workshop activity with participants applying their learning to a practical project and sharing their experience with colleague either through the mechanism of peer-review or through an action learning workshop.

Aims

The aims of the programme are to provide participants with:
- access to project management terminology
- an understanding of the structure and processes to follow to manage projects of various sizes and importance successfully
- practice at using some of the project management tools and techniques, and
- confidence to tackle the project leader's role.

Learning Objectives

By the end of the programme, you will be able to:
- Explain what type of work might be considered as a project
- Identify the critical factors for successful implementation of a project
- Explain the difference between programmes and projects
- Define the key phases of an effectively managed project
- Explain the purpose and list the content of a business case, distinguishing between project deliverables and benefits
- Describe the activities associated with the definition phase of a project and the purpose of the project brief
- Describe an appropriate structure for effective governance of projects
- Explain the role and key attributes of a project leader
- Write the objectives and define the scope of a project
- Explain the term 'stakeholder' and conduct a stakeholder analysis

- Identify the activities associated with the planning phase of a project and the purpose of the project initiation document
- Construct a product breakdown chart and product flow diagram
- Describe typical ways of estimating time, resources and cost
- Explain the benefits of conducting a critical path analysis
- Describe how to write and quantify project risks
- Explain the purpose and content of a work package
- Identify the activities associated with the implementation phase of a project and typical reporting mechanisms used
- Identify what characteristics of a project should be monitored and the mechanisms in place for doing that
- Identify the activities associated with evaluating and closing a project and the purpose of a project implementation review.

Pre-Workshop Activities

Reading
- What is a project?
- Why projects fail
- Programmes and projects
- Benefits management
- The business case
- The project life-cycle
- Project governance
- Project responsibilities

Practical Activities
- Describe a typical project in which you are involved, including:
  o Aims and objectives
  o The key deliverables
  o Scope and Constraints
  o How the project is governed
  o The role of the project leader
  o Who are your stakeholders?

Workshop Content
- *Pre-Workshop Assignment Review*
- *Defining a Project*
  o The Project Brief
  o Objective Setting
  o Project Scope
  o Project Constraints
  o Stakeholder Analysis
- *Planning a Project*
  o The Project Initiation Document (PID)
  o Effective Planning
  o The Planning Sequence
  o Product Based Planning
  o Estimating Time and Resources

- *Planning a Project-Continued*
  o Critical Path Analysis
  o Developing a Schedule
- *Implementing a Project*
  o Keeping to the Plan
  o Work Packages
  o Managing Risks
  o Monitoring Progress
  o Reporting Progress
  o Issue Management
  o Handling Exceptions
- *Evaluating a Project*
  o Post Implementation Review
  o Lessons Learned

Post Workshop Activity

Reading
- Stakeholder Engagement /Comms. Plan
- Quality Plans

Practical Activities
- Apply tool(s) to current project
- Share with colleagues (peer review or ALS)

Product Code: IPMB

Project and Process Management