

Project Management (1 or 2 days)

Simon Robertson



Simon began his career as a research scientist in South Africa after graduating in the UK in 1974. Simon brings with him an infectious love of people and life and over 32 years experience in project management.

Over the course of the last 11 years, he has been responsible for delivering more formalised IT projects of a varying size and budget. He is known as a Risk Management SME and this flavours his approach to project management.

Simon's early professional project management training and experience was as a Prince2 practitioner working in the Public Sector. He is a PMI accredited PMP and holds an ISEB Certificate in IS Project Management. He is also a full member of the PMI, APM, British Computer Society, the Chartered Management Institute and regularly lectures at Reading University.

Programme Outline

This programme is designed for participants with limited experience of project management and those requiring a refresher. This programme is set out as 4 modules.

The course is presented in a highly interactive style with plenty of practical exercises, case studies, break-out group work and discussion. This course is essentially interactive with the presenter providing a led shared learning experience in a workshop format with some best practice and common sense disciplines interjected and an opportunity to apply the learnt principles to the participant's own project(s) as a case study. Notes are in an open format with slides but leave room for personal notes. The presenter's slides will be available after the course.

Programme Topics

Module 1: Framework and toolkit for managing a project through its lifecycle

A clear and simple framework and practical set of tools is a prerequisite to the successful delivery of any project whatever its shape, size and complexity.

1.1 Principles and pitfalls of project management

1.2 The project management framework

- Initiating and planning
- Organising activities and resources
- Managing project stages
- Controlling and monitoring
- Testing, testing
- Project release
- Project close and review

1.3 The project management toolkit

- Business case
- Project planning tools
- Controls and risk management tools
- Quality control tools
- Problem solving tools
- Change control tools

Programme Topics (continued...)

Module 2: Effective project teams and leadership

Best laid plans count for nothing if the project team and leader are not effective.

- 2.1 Competencies of a successful project team
- 2.2 Project team preferences and style
- 2.3 Project leader capabilities and style
- 2.4 Effective meetings
- 2.5 Tuning into organisational culture

Module 3: Aligning projects with the needs of the business

Projects exist to fulfil a specific business need, for example, a new product development, a system implementation, an organisation change. Project managers have a key role to play in ensuring any project is originated, managed and handed-over in accordance with the business' requirements.

- 3.1 Developing the business case
- 3.2 Measuring the benefits
- 3.3 Managing sponsors and stakeholders
- 3.4 Continuity – ensuring continued success beyond project completion

Module 4: Problem solving when things go wrong

It is a fact of life that projects go wrong at some stage in their lifecycle for a myriad of reasons. The project managers really earn their corn by getting them back on track.

- 4.1 Why problem occur?
- 4.2 Problem analysis – getting to root causes
- 4.3 Use mapping to find the best route to success
- 4.4 Making changes