

# Managing Projects Effectively: planning, organising and executing

As a Project Manager, Project Lead or Project Team member: How clear is the project pathway, and the process in place to navigate it? How clear is the project scope? Is it shared? What input do you have in the planning stage? When do you notice projects experiencing shortfalls, overruns or delays? How well do you understand the priorities of all major stakeholders? How often are projects delayed by stakeholders? Do the team know where to turn to when looking for direction, support and decision-making?

Project management is often reduced to the concept of consistently juggling the pressures of time, cost and quality, across multiple stakeholder priorities. However, modern project management is a team effort, with the PM's sole responsibility being that of providing support and direction for the actual project managers: the delivery team and its key stakeholders.

## What is Involved

A highly interactive two-day programme providing participants with technical planning skills alongside project-critical management and behavioural techniques. Project planning within the session allows participants to practice their skills in a risk-free environment.

- How to Define a Project and the Eternal Triangle
- The Eight Laws of Project Management
- Staying Upstream – Initiating and Scoping, the critical components
- The Project Management Process
- Planning – the Work Breakdown Structure, Critical Path Analysis, and Gantt Chart
- Risk Analysis and Contingency Planning – Risks, Assumptions, Issues, Dependencies
- Stakeholder Analysis
- Human Behaviours and Cultural Conditioning
- Dealing with Setbacks – setting and managing expectations
- Retaining Momentum
- Reporting, Analysis, Sign off and Closedown

## Who Is It For?

This ICC programme is designed to support all team members invested in project delivery, including project assistants and project managers. It is also beneficial for team members from supporting functions (such as finance, procurement, logistics) to attend and understand the important role they play in the delivery of each project.

## Outcomes

The session shares project critical skills within a succinct and clear project process (from initiation to delivery and closedown) while outlining the key questions required to successfully complete a small or large project. The programme provides the following outcomes:

- A more structured approach to the planning of projects
- Improved buy-in from project stakeholders
- A clear understanding of cost vs time vs results
- Improved reaction to roadblocks or challenges
- Developed communication around delivery performance and negotiating change