

PROJECT MANAGEMENT 1 (PM1)

Duration 3 days
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DESCRIPTION

The Workshop sets out to establish a foundation of the 'good practices' in project management. It provides the opportunity to practice project management skills through various exercises and a comprehensive project case study, which takes the attendees through the full lifecycle of a project.

MAIN OBJECTIVES OF THE WORKSHOPS

- To establish a common understanding of the principles and practices of project management so that we can move forwards as a common team.
- To emphasise the importance of project controls and relate these to the emerging standards.
- To bring together managers from the mixed disciplines involved in various projects and generate an environment for team building and understanding.

WORKSHOP ATTENDEES WILL

- Learn to identify and avoid the classical obstacles which project managers face.
- Understand the major project phases.
- Consider the technical, commercial, financial and political environment for a project.
- Understand the need for the clear benefit analysis and consideration of alternatives.
- Consider the issues of building a balanced team with both a technical balance and a balance of team characteristics.
- Work through the major stages of planning, using paper based tools and tools provided through Microsoft Project.
- Establish a Goal statement for a case study project and develop a clear list of project deliverables.
- Understand the need to determine the primary and secondary constraints on a project e.g. time, money, scope etc.
- Understand and practice estimating techniques for both time and money.
- Use techniques to access the major risks within a project and devise contingency plans.
- Use both paper and PC based tools for project planning and scheduling e.g. work break down structures, PERT diagrams, Gantt charts, Resource histograms etc.
- Consider the practise methods for tracking and controlling projects including methods for disciplined change control.
- Consider the steps needed for a successful project completion.