



HOSCA

management consultants



PROJECT MANAGEMENT FOR PERFORMANCE IMPROVEMENT

AIM AND APPROACH:

This course will provide the skills needed to define, plan, monitor and successfully complete improvement projects ensuring that the needs of the organisation are met. The case studies reinforce the theory enabling the participants to return to the workplace and be capable of using the skills learned to successfully handle the challenges of planning and controlling a typical project.

PROGRAMME OBJECTIVES:

- The definition of the role of the project leader
- How to set expectations by defining what constitutes success
- Choose the right project method to best achieve the defined goals
- Use a 7-step approach to produce an effective project plan
- Control the project progress and quality while dealing with the unexpected
- Communicate project plans to management to ensure buy-in

AUDIENCE:

Project Leaders who need to fine-tune their skills. Employees who are leading improvement activities.

DURATION:

1 Day

AGENDA:

- Introductions / Objectives / Agenda
- **Role of the project leader**
You will understand the role of the project leader and learn about the skills, knowledge and personal attitude that must be brought to the role to make it successful
- **Successful Project Ingredients**
This covers the factors that can make or break a project, and show how to view the project from many perspectives
- **Project Initiation**
Developing and understanding of how to initiate a project, giving it a solid foundation for the future and a platform on which to base project plans
- **Project Planning**
Understanding why planning is important and the 7 steps to successful planning. Planning steps are reviewed in detail and examples are given. The importance of "planning a plan" is also covered.



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PROJECT MANAGEMENT FOR PERFORMANCE IMPROVEMENT cont'd

AGENDA cont'd:

- **Project Methodologies**

Introduces why project methodologies are important and the difference between development and project management methodologies

- **Project Control**

Introduces a structured approach to project control:

- Learn how to use the PDCA control loop
- Understand how to control change within a project
- Understand the difference between quality assurance and quality control
- Associate the role of the project leader with this type of control
- Learn how to communicate about the project to others

- **Presenting the Plans**

Learn how to present the plan in order to achieve understanding and buying. Understand what should be included in the plan, when it should be presented and how to gain the most support for the plan.

- **Delegation**

Learn how to free up your time by using effective delegation techniques

- **Team Building**

Understand what makes outstanding teams and apply these principles to build your project team. Explore the different roles that each team member plays and learn how blend the roles as the team grows and changes

METHODS:

This is a practical workshop. Participants should bring an outline of a potential project and will work through this during the event. Input is kept to a minimum and short case studies are used to supplement the input. The use of the Performance Improvement Toolkit will be emphasised throughout the event.