



HOSCA

management consultants



PROJECT MANAGEMENT WORKSHOP

AUDIENCE: Project Managers who are working on live projects **DURATION:** 3 Days

PREWORK: Attendees should complete, LBA II, Managing Change Audit, and Myers Briggs Team types. All should have read Case Study beforehand.

OBJECTIVES:

- Establish the context for project management within the department
- Analyse and plan projects in an effective and consistent fashion
- Create, structure and organise projects using project planning tools
- Recognise the importance of teamwork in project management

AGENDA:

- Introductions, objectives and agenda
 - Change management – input on establishing the context for project management and considering technical, cultural and political aspects. Includes self-analysis using managing change audit
 - Force-Field analysis – short input on the technique and application to case study using visualisation exercise to help create future state
 - Steps in effective project management
1. **Define and organise the project**
 - Establish the project organisation
 - Define the project parameters
 - Plan the project framework
 2. **Plan the project**
 - Develop the work breakdown structure
 - Develop the preliminary schedule
 - Refine estimates and analyse resource commitments
 - Optimise tradeoffs
 - Develop risk management plans
 - Transition to management phase



PROJECT MANAGEMENT WORKSHOP Cont'd...

3. Track and manage the project

Collect status

Analyse variances

Plan and take adaptive action

Report project status

Close out the project

- Project planning activity – case study exercise which requires participants to develop a project plan that necessitates; budgeting, specifying planning, execution and presentation of results.
- Team dynamics – physical exercise to illustrate key points around leadership, facilitation and stages of group development. Feedback provided on diagnostics and their implications for project teams
- Summary and close

METHODS:

This workshop