

Content

Project management in organisations

- the need for projects
- the fundamental principles
- roles and responsibilities

Getting started

- how to get off to a good start
- defining scope, goals and objectives
 - engaging stakeholders

Planning

- essential planning tools and techniques
 - building workable, believable plans

Implementation

- monitoring progress and being in control
- dealing with delays and goalposts that move

Delivering results

- close down and handover
 - learning from projects.

Project Management

Business Skills

You are a busy manager, supervisor or team member who is responsible for, or involved in, delivering projects and business initiatives. To be successful you not only have to deliver on time, within budget and to specification, but also manage the varied expectations of a range of stakeholders.

Successful project management is not just about plans and software; it's also about engaging the hearts and minds of others and inspiring them to work with you to deliver results. If you want to complete projects successfully, then this programme is for you. You will learn how to apply project management principles and skills to your advantage as well as how to avoid common pitfalls that delay projects and prevent successful delivery.

Benefits

By the end of this programme you will be able to:

- scope a project and set achievable goals
- understand the key roles and responsibilities in a project
- engage key stakeholders and get people on your side
- build workable plans that enjoy widespread support and get delivered
- monitor, co-ordinate and control projects
- look ahead, anticipate and overcome problems
- deliver projects in full, on time and within budget.

Approach

We use case studies and exercises to explore participants' current approaches and skills so that they can benchmark themselves and understand how to develop. Our practical tools and techniques can be transferred directly back to the workplace. The experienced facilitator will bring the course alive with personal anecdotes derived from managing a range of projects.

Who should attend?

Anyone who is currently, or about to be, involved in leading a project or is a member of a project team.

Programme information

Duration: One day

Price: £425 (excluding VAT)

Dates and locations:

1st April 2008 • Surrey

30th September 2008 • Midlands

12th March 2009 • London

For further details please call

John Baldwin on 01306 621600.

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"We chose Morgan Clarke because of their extensive knowledge and experience in project management, and we were not disappointed! Their flexible approach helped us to deliver a practical programme that supports the introduction of our improved new product development process."

Irene Donaldson,
Nestlé UK