

Managing Small to Medium Sized Projects

What This Course Is About

This course aims to equip managers and non-managers alike with the planning tools, analytical and other skills needed to manage small to medium sized projects from inception through to successful completion.

Who Should Attend

Anyone who needs to refresh their basic project management skills; anyone who is new to project management and who needs quickly to get a grasp of basic project management principles.

Benefits For Your Organisation

Increased incidence of projects delivered on time, to specification and within budget; improved co-operation and relationships between project teams and corporate functions; better crisis management and problem solving, leading to fewer project failures.

Course Content

- Stages in the project lifecycle and component project management activities
- Project planning tools . project specification, task breakdown, Gantt chart, cost schedule, resourcing plan, risk assessment grid
- Project communication processes . who, what, why, when and how
- Presenting the project plan and negotiating for resources
- Managing finance and other project resources
- Project duties v. core duties . how to manage and work around conflicting priorities
- Risk management and contingency planning
- Choosing the right people for the project team
- Building, briefing and managing the project team
- Delegation, co-operation, problem solving and decision making within the project team
- Crisis management
- Monitoring and reviewing project progress
- Winning stakeholder support for the project
- Handling opposition to the project/its outcomes
- Project closure: reviewing outcomes, ensuring learning and disbanding the project team.

Learning Outcomes

Participants will be able to:

- Define precise objectives, outputs and outcomes against which to measure project success
- Create effective, appropriate project plans
- Identify and plan for critical risks and contingencies
- Brief and manage project team members and other stakeholders
- Negotiate and influence effectively for project resources and contingencies
- Use plans effectively and appropriate to monitor and measure project progress
- Anticipate, plan for and manage problems early on, keeping crises to a minimum
- Report accurately on project progress and results.

Learning Delivery

The course follows a workshop format in which discussions and activities focus on participants' real live projects. The course runs for 1 or 2 days with extra days of workplace coaching and support as required. A modular version of the course is available for inclusion in wider management development programmes. A print-based self-study guide is also available as a supplement for or alternative to the classroom-based course.