

Half Day - Practical Projects

People often undertake small, multiple, projects, as part of their day job. These projects are likely to be days or weeks in duration, rather than months or years. Any piece of work with a start and a finish can be treated as a project, so, in a sense, we are all Project Managers

Practical, small-scale projects are also where most people cut their teeth on projects; it is at this level that essential, *personal effectiveness skills* are often developed, so a short revision of these skills is incorporated.

This module provides a practical foundation, or refresher, covering the structure, terminology and essential skills, tools and techniques that are used on almost every project. This approach is a starting point to managing projects, and provides a common road map, in easy steps, for successfully getting things done.

Topics Covered

- Jargon busting - What is a Project and what is Project Management?
- Managing Yourself - a brief recap of Personal Effectiveness skills
- The Project Road Map - easy steps to success
- Roles and Responsibilities – who does what
- Getting started – objective setting and defining
- Scoping out the detail
- Managing timelines and working back from deadlines
- Monitoring, control and reporting
- Handover and close

Pre-requisites

This is a course applicable to all employees who have a discrete piece of work to undertake, which can be treated as a project.

Format

The course is lecture and discussion based with brief exercises.