

PROJECT MANAGEMENT

Techniques to make every project a success.

◆ ABOUT THE COURSE

Most managers aren't trained project managers, but they're still expected to deliver successful projects under pressure. This session explores project management as a practical leadership skill - helping managers plan, align and deliver work more effectively.

We'll explore what project management looks like in a non-technical role; how to plan, prioritise and keep work on track; ways to align stakeholders and hold teams accountable; and tools to manage time, risks and expectations. You'll leave with the skills to deliver projects seamlessly, achieve strong results and maintain full team engagement.

◆ SESSION AGENDA

01 What is a Project?

Understand what defines a project and use the Triple Constraint - cost, scope and time - to see how changes to one affect the others.

02 Initiate

Identify and map stakeholders by power and interest, and use a question funnel to clarify project scope from the outset.

03 Plan

Build a project schedule and work breakdown structure, then use the PERT formula to estimate task time realistically.

04 Execute

Keep team members accountable and on track using a simple intent-facts-impact framework for check-in conversations.

05 Monitor & Control

Use a project status report to track deliverables against risk, and manage scope change and difficult requests with confidence.

06 Close

Close out a project properly, capturing lessons learned, completing sign-offs and celebrating the team's success.

◆ INTERACTIVE EXERCISES

Turning Closed Questions into Open Questions

Rewrite a set of closed stakeholder questions as open questions, to practise gathering fuller information at project kick-off.

Mind Map Your Project

Individually, mind map a real project (or your own workload) to break it down into deliverables, components and tasks.

Emotional Graphs

As a team, plot the highs and lows of a completed project on a shared timeline and discuss what drove each peak and dip.

Team Appreciation

In a circle, pass round a sheet of paper and add a written note of appreciation for each team member as it comes to you.

◆ LEARNING OUTCOMES

- ◆ Higher project success rates.
- ◆ Stronger planning and organisation to keep projects focused and on track.
- ◆ Improved ability to engage and manage stakeholders effectively.
- ◆ Greater efficiency with streamlined workflows and clearer processes.

FACILITATED SESSION

This is a coach-led session. Managers work on real situations from their teams, reflect on their behaviour, and practise applying the tools - leaving with actions, not just ideas.