

PROJECT MANAGEMENT

Techniques to make every project a success

◆ ABOUT THE COURSE

Most managers are not trained project managers, but they are 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 the Project

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

03 Plan the Work

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

04 Execute and Keep on Track

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

05 Monitor, Control and Adapt

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

06 Close and Capture Learning

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

Practise asking questions that draw fuller information out of stakeholders at kick-off.

Mind Map Your Project

Break a real project down into its deliverables, components and tasks.

Emotional Graphs

Plot the highs and lows of a completed project and explore what drove each one.

Team Appreciation

Share written recognition of each team member's contribution.

Your Project Scope

Draft the scope of a real project: purpose, deliverables, exclusions and sign-off.

Start, Stop, Continue

Review a recent project and set actions for the next one.

◆ 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.