Arabian Institute For Training

Project Management

INTRODUCTION

- Understanding organisational Vision, Mission and Strategy forms the backbone of any project leaders tactical approach to delivering a project. Projects are given the go ahead to proceed based on early, high level conceptual estimates. Estimates will have a level of uncertainty and require more leadership for detailed cash flow projections and schedule forecasts. In these tough times, workers maybe on site using distancing rules or working from home. Whichever, attention will be on how the project work is progressing, and if the team are working safely and delivering, safely, within projections.

Participants will develop the following competencies:

- Be able to promote projects to deliver a specific part of the organisation strategy to stakeholders
- Fully understand the leadership role and responsibilities of the project manager, sponsor and team
- Agreeing success criteria and key performance criteria for the project with key people, ensuring a balanced, objective outcome
- Ask insightful questions and be able to answer the 'what, who, why, when, where, how, how much & what if' of the project
- How to set meaningful SMART plans for project teams that will drive delivery performance, growth and fulfilment whilst generating honest reporting of project achievement.

PROGRAMME OBJECTIVES

By the end of this training course, participants will be able to:

- Up-skill and refresh new and existing Project Leaders in tools, techniques, processes and best COVID-19 practices with a risk management focus
- Understand how projects originate and get started
- Understand your project team members and enable project teams to be highly productive, influencing people to deliver what they promise
- Work towards win-win negotiations in overcoming conflict
- Communicate progress and successful project completion

WHO SHOULD ATTEND?

- Project Managers / Team Leaders
- Project Technical / Workstream Leaders
- PMO staff
- Project Sponsors / Owners
- Business Functional Management or personnel

TRAINING METHODOLOGY

- This training course is designed to be highly interactive, challenging and stimulating. Delegates will learn by a combination of active participation using training course materials, discussion, syndicate group work, skills practice exercises, training videos and exploration of relevant best practice. It uses a wide variety of concepts and models to explore effective leadership in projects. Case studies, diagnostic self-assessment questionnaires, role-playing activities and group exercises to give delegates the opportunity to discover, practice and consolidate their learning. Delegates will have the opportunity to assess and discuss the application of the content to their own project and to devise their own personal developmental plan for each aspect of the course.

PROGRAMME SUMMARY

- Project Management: Project Leadership best practices post COVID 19 training course prepares you as a project leader to achieve positive outcomes for your team and the wider business around you, through processes, tools and techniques. Setting up teams to deliver projects can be quite daunting but with an understanding of best practices, the use of management models and keeping things simple, it can bring great satisfaction and tremendous personal rewards.

PROGRAM OUTLINE

Project starting points

- Organisation Vision, Mission & Strategy
- What is a pandemic? What is a project? What is project management?
- Project roles and stakeholders
- How are projects selected?
- Project start up: Initiation and understanding the project mission

The Project Manager's role, responsibilities and team

- Selection of the Project Manager
- Project team leadership, team-building and empowerment
- Delegating with confidence
- Safe communication with the project team
- Conflict handling

Project Planning and Scheduling

- What work has to be done?
- In what order will the work be done?
- How long will work take?
- Who do we want to undertake the work, including acceleration techniques
- What tools can we use to communicate our plans?

Risk Management and Baselining

- How much will the project cost?
- Risk Management processes, tools and techniques
- Designing the monitoring and control system using S curves
- Introducing a change control system
- Types of meetings

Monitoring and Control, Evaluation, Reporting, Closure & Hand-over

- Understanding Earned Value Management to monitor projects
- Reviewing what has been achieved and reporting progress
- Project hand-over to operations
- Has my project been a success?

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