

Project Management Methodology: Course Outline

*"Improve the
capability of your
management and staff
to manage business
transformation
successfully"*

Introduction

Project Management is easy; we all know that it is just common sense. So why do so many of us get it wrong? Even if we get it right once, the next project is so often a failure. The answer is that, where Project Management is concerned we don't learn from our mistakes. We don't think about the process, document it, structure it, repeat it and use experience to improve it.

Training objectives

This two day training and four day coaching programme will provide a methodology that will ensure projects are well managed and deliver the expected results. Upon completion of the course students will be able to:

- discuss the benefits to be gained by using a Project Management methodology.
- describe the project management methodology and how it is applied in all steps of the project lifecycle.
- apply the project methodology and reference materials to improve project performance.
- incorporate real life experience that affect project performance and establish strategies that improve effectiveness.
- recognise the importance of effective people change and benefits management to the success of the project.

Course structure

- Benefits of using a methodology
- Methodology overview
- Project organisation and governance
- Roles and responsibilities
- Starting a project
- Defining the project brief
- Developing a business case
- The Project Initiation Document (PID)
- Risk management
- Project change management
- Project controls and reporting
- Planning
- Build versus buy
- Vendor selection
- Solution design
- Solution development
- User and system testing
- Implementation
- Closing and handover
- People change management
- Benefits management
- Iterative development projects
- Maintenance projects
- Programmes of several projects

Phase 0
Project Start-Up

Phase 1
Project Initiation

Phase 2
Detailed Planning
& Design

Phase 3
Development

Phase 4
Testing

Phase 5
Implementation

Phase 6
Closing and
Handover

**Project
Management
Methodology**

**BUSINESS
TRANSFORMATION
(TRAINING AND
COACHING)**

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*"What you don't know will always
hurt you."
First Law of Blissful
Ignorance*

Who should attend?

The course is for Business and IT executives, managers and staff, project managers, and project team members who are involved in business transformation projects. The maximum number of attendees is 15.

Four days of individual or team coaching, to get you started in applying your new knowledge, are included in the programme.

Follow-up coaching

How often have you left a training course full of enthusiasm to apply your newfound knowledge and then reality imposes self and your good intentions flounder. To initially help individuals and teams avoid this, 4 days of structured coaching are included in the programme. The coaching is focused on the business transformation projects that you are planning or are already in progress.

“A teacher can but lead you to the door; **learning is up to you.”**

Chinese Proverb

The coaching is for individuals or teams that have attended the course and can be organised as half day or full day sessions depending on your requirements. **The initial coaching programme should be agreed prior to the course.** A structured coaching approach is used with each individual or team. A questionnaire is used initially to determine the priority coaching needs. The coaching session agrees an action plan based on the priority needs. Progress against the plan is reviewed in a 2nd coaching session 2 to 4 weeks later, the next learning steps are then planned. The initial 4 days of coaching can be extended to provide support on an ad-hoc basis, or scheduled for the duration of a project or programme, please ask for details.

Associated courses

The successful transformation of a business requires other key skills in addition to good project management. Business Transformation (Training and Coaching) addresses this requirement through three other training courses, see panel. These courses can be combined with the Project Management Methodology course into a 5 day Business Transformation training programme. See separate course outline sheets for details.

Other Business Transformation courses:

- Business Process Management (2 days)
- Essential Change Management (1 day)
- Benefits Management (1 day)

Course materials

Each attendee will receive, in addition to the course handouts, a CD containing the presentation material and template documents for the key project deliverables.

Customisation

Many businesses also have their own language and style that they prefer to use to ensure consistency and understanding throughout the business. The course can, to a certain extent, be customised to align with these preferences, please ask for details.

Duration

This in-house course, for up to 15 people, takes place over 2 days. A further 4 days of coaching are recommended to ensure a maximum return on your training investment.

Course arrangements and bookings:

A list of the facilities required will be made available when the course is booked. Facility costs for on or offsite courses will be borne by the client. Please contact Business Transformation (Training and Coaching) to discuss your requirements.

Cancellations

A cancellation fee of 25% will be charged for courses that are cancelled within 10 working days of the scheduled start date. If a cancellation occurs within 5 working days of the scheduled start date then the charge is 50% of the course fee.

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