

An Introduction to Project Management

How to Design, Plan and Lead Projects

Deliver on time ♦ Quality Outcomes ♦ On Budget



Program Overview

Introduction

Any process that involves coordinating multiple internal and external suppliers to deliver bespoke outcomes to stakeholders is, by definition, a project. Delivering those outcomes in full and on time (DIFOT), to the required quality and on budget requires a discipline, a suite of tools and a special skillset that includes strong leadership, organisational and communication skills.

Our Introduction to Project Management workshop is designed to provide participants with a framework and toolset for planning, executing, monitoring and closing projects. Based on well-established methodologies, this program brings the most important project management fundamentals together in an easy to understand and practical workshop designed to prepare your project managers to take control of their projects.

As with all our training workshops, the content, context and duration can be tailored to your organisation's specific needs, from an introduction to the concepts, through to advanced applications. The workshops are facilitated by senior industry leaders who have extensive project management experience and excellent communication skills and there are extensive opportunities to apply the learning in practical exercises throughout the workshops so that the participants can practice the tools.

Learning Objectives

Participants will learn:

- What defines a project and why project managers require a structured approach to successfully fulfil their roles
- The key requirements and capabilities of the project manager role
- How to plan, launch and monitor the progress of a project
- How to use a Work Breakdown Structure, Gantt Charts and Labour Histograms
- How to effectively communicate to stakeholders
- How to create risk management plans
- How to create quality management plans
- How to plan procurement
- How to monitor the project budget
- How to manage stage boundaries
- How to close a project effectively

Who Should Attend

This program has been specifically designed for anyone with a project leadership role and is for you if:

- You are required to plan and oversee the execution of projects
- You are accountable for the delivery of bespoke outcomes to a variety of stakeholders
- You work as part of a project team
- You instigate projects and assign them to teams to execute

Training Agenda and Structure

Module 1: Project Initiation

Overview

The first module explores what makes projects different to 'business as usual' type work and why project need a disciplined approach. The role of the project manager is defined along with what it takes to be a successful project manager, allowing participant to explore any particular areas of development for themselves.

We also look at how projects originate and develop, outlining a generic timeline that is a useful model for viewing the project lifecycle.

Participant practice creating a Benefits Realisation Plan that outlines the reason for the project, the key stakeholders and the specific outcomes it should deliver.

Agenda

- 5 Key Characteristics of a Project
- The Role of the Project Manager
- The Project Triangle – Cost, Quality, Schedule and Scope
- Project Concept an initiation
- Benefits Realisation Plan
- The 5 Project Stages
 - Startup
 - Planning
 - Executing
 - Monitoring and Controlling
 - Closing

Module 2: Planning Projects

Overview

This module introduces the Project Performance Domains, starting with Project Planning. Project planning sits at the core of every project and is a key skill for project managers to develop. The process of creating a project plan is broken down to developing a work breakdown structure, analysing dependencies, creating a Gantt chart and looking at how resources can be aligned to the plan.

We also look at how to plan and manage communication with stakeholders, considering who needs to be informed of what, when and how.

Risk Management is also a key skill of the project manager. We explore how risk should be built into the project timeline and how other potential risks to project outcomes can be assessed and minimised.

Templates are introduced for managing quality and procurement where applicable.

Agenda

- Project Performance Domains
 - Project Planning
 - The Work Breakdown Structure
 - Gantt charts and labour histograms
 - Stakeholder Engagement & Communication Planning
 - Risk Management Planning
 - Quality Management Planning
 - Managing Procurement

Module 3: Executing & Closing Projects

Overview

The last module looks at how project managers oversees the project from launch to close, including how visual methods can help to ensure that the ownership and execution order of deliverables is clear to the project team and how to track completion of deliverables (earned value) against the project plan, including tracking cost.

As the project moves to completion, it will enter different phases, so we describe what project managers need to do as they cross these stage boundaries. The most important stage boundary is project closure, and we look at some of the difficulties project manager run into at this crucial juncture and how to avoid or minimise them.

Agenda

- Using Kanban Boards
- Tracking Project Progress (Earned Value, Actual Value and Actual Cost)
- Managing Change
- Managing Stage Boundaries
- Closing Projects & Lessons Learned

Kallista Consulting



Kallista Consulting was founded in 2006 with a vision to help organisations achieve their goals by improving their leadership capability, team culture and process performance. We do this through developing and facilitating practical training and business transformation programs that provide a measurable return on investment. Our programs are designed by experienced professionals who have strong leadership and operational experience, are excellent communicators capable of building strong relationships at all levels and who can translate their knowledge into easy-to-understand frameworks and tools.

Now, more than 17 years later, we boast an enviable client base, and our business advisory team includes some of the most experienced productivity and leadership experts in Australia, with experience across many sectors, both public and private. Our outstanding track record of delivering a strong return on investment for our clients speaks for itself, and we have many ongoing clients with whom we work very closely with engagements running over several years.

Our key areas of expertise are:

- **Leadership Development (from frontline to executive level)**
 - Leadership Fundamentals Training
 - Leadership Development Programs consisting of training and practical activities to develop and adapt the skills to the workplace
 - Training, coaching and mentoring for business leaders
- **Business Fundamentals Training**
 - Inventory & Warehouse Management
 - Outstanding Customer Service
 - Time Management
- **Process Improvement**
 - Training in all aspects of continuous improvement (lean – six sigma principles) and their practical application, including green and yellow belt certification
 - Business process mapping and performance analysis
 - Business process transformation
- **Project Management Training**
 - Traditional Project Management (PMBOK / Prince 2)
 - Agile Project Management

A few of our client partners



And why they keep coming back



practical & engaging exercises that help translate the learning directly to the real world



Quality materials, printed in colour on heavy paper, that are comprehensive guides in themselves



experienced facilitators with engaging styles, who command credibility with their audiences