



N833: Managing Technical Projects: People, Principles and Practices

Format and Duration
Classroom - 2 Days

Instructor(s): Rob Maguire

Summary

Participants will deepen their understanding of the wider competencies and skills required to effectively manage, or contribute to commercially focused technical projects. The emphasis is on the behaviours, skills and knowledge required at each stage of a project. This course challenges participants to think commercially and provides modern techniques that can help individuals prioritise their time effectively, increase efficiency and improve project execution.

Learning Outcomes

Participants will learn to:

1. Understand the key attributes and competences required to successfully deliver projects on time and in budget.
2. Define the key stages of the project life cycle.
3. Self-assess individual strengths and weaknesses.
4. Establish criteria for evaluating projects to accept or reject.
5. Develop techniques to help prioritise time and make better commercial decisions.
6. Recognise the difference between goals and measures.
7. Recognise and overcome optimism bias in project management and reporting.

Training Method

A two-day classroom course. This course is highly interactive and will utilise best in class examples to demonstrate effective project management and will also use industry specific examples to ensure relevance and context in a technical environment.

Who Should Attend

Leaders of Project Teams who wish to develop or refresh the skills and behaviours necessary to deliver projects that achieve consistently successful outcomes. Project Team Members from all disciplines who wish to develop their skills to enable them to contribute individually with greater impact.

Course Content

Introduction and definitions

The role of the project manager

- Attributes and competences



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Getting started: Setting priorities

- How to eliminate time wasters
- Techniques for prioritising
- Evaluate competing demands
- Make work demands manageable

Initiation

- The statement of work (SOW): Putting it in writing.
- Defining the project: What are we going to do?
- Establishing clear goals: Why are going to do it?
- Project scope: Is it realistic? How can this be successfully managed?
- Stakeholder analysis: Who should be involved?
- Risk analysis: How risky is it?
- Operating procedures: What are the rules?

Planning: the work, timetables and resources for the project

- Work breakdown plan: Breaking projects into manageable tasks
- Gant charts: Scheduling what gets done when
- Network diagrams: How long will it take to complete?
- Resources: What materials and labour do I need?
- Responsibility Assignment Matrix: Who is going to do what?
- Budgets and cash flow: How much money is needed and by when?
- The project plan: Putting it all together

Execution – it's show time

- Project kick-off : Start as you mean to go on
- Controlling: Staying on track
- Communicating: Keeping stakeholders informed
- Conflict resolution
- Negotiation in a multi-party/multi-variable environment

Project shut down: That's all folks!

- Steps to formally closing a project
- Evaluation
- Tips and tricks for solving common problems



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Action Plan

- What are you going to do differently?