



RESEARCH & INTELLIGENCE SUPPORT CENTRE

Project Management 3-day Course

Learning Outcomes - at the end of each session students will be able to:

Day 1

Introduction to Project Management

- State what a project is
- State some of the key terms used in Project Management
- Demonstrate when to use Project Management
- Explain why projects fail without effective management
- Identify how Project Management serves to deliver to results, quality and time-scales
- Explain the importance of Accountability, Responsibility and Options

'Define' a Project

- Explain the critical process involved to 'define' a project
- Show how to express a goal in the form of a project statement
- Demonstrate how to evaluate the appropriateness of a project goal by conducting a SWOT Analysis (Strengths - Weaknesses, - Opportunities - Threats)
- Demonstrate how to apply the STEEPLE or PESTELO Models to test project purpose
- Explain the value of setting SMART (Specific - Measurable - Achievable - Realistic - Time-bound) project objectives

- Demonstrate how to express objectives in relation to a stated project goal
- Demonstrate how 'qualitative' and 'quantitative' benefits should be expressed

'Organise' a Project

- Explain the critical process involved to 'organise' a project
- Explain the roles and responsibilities of the:
 - Project Board
 - Project Management
 - the Project Team
- Outline the competencies and skills required of a Project Manager

Day 2

'Plan' a Project

- Explain the critical process involved in planning a project.
- Distinguish between the requirements contained in a:
 - Product Plan
 - Resource Plan
 - Project plan
- Construct Product Plan, a Resource Plan and a Project Plan
- Construct a GANTT Chart

‘Control’ a Project

- Explain how to control a project in relation to:
 - The start of a project
 - Its Products
 - Its Resources
 - Its time-scale

- Explain the relevance of the inter-related dynamic process of ‘Triangulation’ between:
 - Quality
 - Time-scale
 - Resources

Practical Considerations

- Identify practical considerations which are applied to Project Management in relation to the principles of:
 - Applicability
 - Adaptability
 - Reflective
 - Participative

- Apply the principles of project ‘Applicability’ and Adaptability’

- Describe the relevance of the 5 types of Projects, namely:
 - Scoping
 - Feasibility
 - Developmental
 - Implementation
 - Evaluation

Day 3

Project Initiation

- Explain the purpose of a Project Initiation Document (PID)
- Describe how the 10 component parts of a PID inter-relate as a living document
- Construct a PID
- Relate to the daily process of progressing and managing a project

Demonstrate Project Management Knowledge

- Demonstrate knowledge of Project Management by undertaking a written test
- Closure and Certificates