# *How To Run Successful Projects – 2-day Workshop*

## *Overview*

This workshop teaches everything you need to know to run any project successfully.

It's equally applicable to new and experienced project managers. If you are new to project management, you leave the workshop saying. 'I'm a Project Manager'.  If you've been doing project management for a while it reminds you of the essentials or things you've maybe forgotten the significance of.

On the workshop there's no case study. You don't play games with Lego blocks! Instead attendees *use their own projects as case studies*.  Thus, the workshop is tailored to each individual attending it.  Attendees are not just 'on a course' for the two days.  They end up:

- o   Building a real plan for their project
- o   Having this plan assessed during the workshop
- o   Solving real life problems that apply to them on their project
- o   Doing 'real work'.

This kind of training has enormous benefits for both the individual undertaking the training and for the organisation to which they belong.

### Attendees

- ➢   Can make commitments on project budgets and delivery dates with maximum confidence – and deliver on these commitments
- ➢   Far less 'fire fighting' and unpleasant surprises on projects, thereby saving / freeing up much valuable time
- ➢   Able to build a track record of consistent project delivery
- ➢   Renewed and enhanced focus on the things that really matter
- ➢   Greater job satisfaction
- ➢   Far less stress and working long hours

### Organisation

- ➢   Has a common language for dealing with projects
- ➢   Projects done as quickly and as cheaply as possible
- ➢   Far better visibility by senior management into the status of projects as they are executed
- ➢   Much more predictability in terms of project delivery dates and budgets
- ➢   Significantly less surprises – especially unpleasant ones.

## Skills and behaviours taught

- ❑ How to identify all of a project's stakeholders
- ❑ How to establish the goal of the project – the goal which will satisfy the win conditions of all of the stakeholders
- ❑ How to implement effective change control while still successfully managing the expectations of the stakeholders
- ❑ How to accurately estimate projects – even those phases of the project which lie very far into the future
- ❑ What exactly the project manager is required to do, what s(he) is responsible for i.e. the roles and responsibilities of the project manager
- ❑ How to identify the resources required for the project
- ❑ How to ensure that those resources will be available and what to do if they are not
- ❑ How to play to the strengths of the project team [The word 'team' is used in the widest sense i.e. it includes the stakeholders]
- ❑ How to put a margin for error into the project plan through the use of contingency and risk analysis / risk management
- ❑ The correct response when the project given to the project manager is impossible to achieve within the given deadline, budget or resource constraint
- ❑ How to negotiate with the stakeholders, and resolve conflicts when their win-conditions are impossible to reconcile
- ❑ How to lead / work with / influence other people so as to get the best out of them
- ❑ How to use the plan as instrumentation to drive the project
- ❑ How to correctly assess the status of the project
- ❑ How to do truthful, accurate and useful status reporting
- ❑ The project manager's daily routine
- ❑ How to do audits / post mortems / reviews at the conclusion of projects
- ❑ How to assess any project in five minutes using the Probability of Success Indicator (PSI)
- ❑ Working less and achieving more [a condensed version of *The Power of Doing Less* workshop]

## Learning approach

- ❑ **Tell** – the instructor teaches attendees a particular step; explains why it is important; how the step is carried out and any other issues they need to be aware of
- ❑ **See** – The instructor and the class apply a particular step to an attendee's project. Attendees see how what they have been taught is applied in a real-life situation
- ❑ **Do -** The most important bit. Attendees apply what they have learnt to their own projects
- ❑ **Assess –** By assessing how likely their project is to succeed, attendees can gauge how well they have absorbed what they have been taught.

## *Benefits of this training*

**To the Attendees**

- Can make commitments on project budgets and delivery dates with maximum confidence – and deliver on these commitments
- Far less firefighting and unpleasant surprises on projects, thereby saving / freeing up much valuable time
- Able to build a track record of consistent project delivery
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**To the Organisation**

- Has a common language for dealing with projects
- Projects done as quickly and as cheaply as possible
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# Contents:

Time availability and time management.  How to play to the strengths of the project team.
Attendees resource their own projects.

**15:30 – 15:45**     Break

**15:45 – 17:00**     **Step 5(a) - Margin for error**

What if it doesn't work out like we thought?  Contingency planning and risk analysis.  How to
put a margin for error into the project plan through the use of contingency and risk analysis /
risk management.  Attendees put contingency plans into their own projects and do a risk
analysis of their project.

*DAY 2*

**09:00 – 10:30**      **Step 5 (b) – Managing expectations**

Dealing with impossible projects.  The correct response when the project given to the project manager is impossible to achieve within the given deadline, budget or resource constraint.  How to negotiate with the stakeholders, and resolve conflicts when their win-conditions are impossible to reconcile.

**10:30 - 10:45**      Break

**10:45 – 13:00**      Attendees complete their plans and score their projects using the PSI
(Probability of Success Indicators).

**13:00 - 14:00**      Lunch

**14:00 – 14:30**      **Step 6 - Use an appropriate leadership style**

Leadership styles.  How to lead / work with / influence other people so as to get the best out of them.  What to delegate, when and to whom.  Class exercise and individual exercise.

**14:30 - 15.00**      **Step 7 - Know what's going on**

Using your plan as instrumentation to drive the project.  Monitoring and control.  Positive and negative signs.  No surprises.  How to correctly assess the status of the project.  The project manager's daily routine.

**15:00 – 15:30**      **Step 8 - Tell people what's going on**

Status reporting.  How to do truthful, accurate and useful status reporting
Project meetings.  Telling it like it is.  Communicating bad news.  The project manager's weekly routine.

**Step 9 - Repeat Steps (1) - (8); Step 10 - The Prize**

Project Audits.  How to do audits / post mortems / reviews at the conclusion of projects.  Wrapping up a project.

**15:15 - 15:30**      Break

**15:30 – 16:45**      **The Power of Doing Less**

Working less and achieving more.  Managing time across many projects.  Why conventional time management courses / methods / systems don't work.  A system for working shorter hours and getting more done.

**16:45 -17:00**      Finish

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