

PLANNING FOR PROJECT TEAM MEMBERS

1 DAY COURSE



INTRODUCTION

This course provides participants with a basic level of understanding of established project management tools, techniques, principles and jargon. The course has been designed around aspects of the APM (Association for Project Management) body of knowledge and draws upon current best practice.

OBJECTIVES

The aim of this course is to provide participants with an easy to understand approach to working in a project environment. This course provides a focused view from a team members perspective, thus does not address all the areas of responsibility that the Project Manager would typically be required to undertake.

Upon completion of the module it is expected that participants will:

- Understand basic project management definitions.
- Appreciate the purpose and content of the project management plan.
- Apply the main breakdown structures used in projects.
- Apply different estimating methods.
- Understand the purpose of current scheduling techniques.
- Understand the importance of basic resourcing.

WHO THIS COURSE IS DESIGNED FOR:

- Newly appointed project team leaders/members
- Current project team leaders/members



COURSE CONTENT OVERVIEW AND TIMETABLE

Day 1

Time	Topic
09:00 - 09:30	Course introductions
09:30 - 10:30	The language of project management
10:30 - 10:45	Break
10:45 - 11:15	The Project Management Plan
11:15 - 12:45	Scoping the project and Breakdown Structures
12:45 - 13:30	Lunch
13:30 - 14:15	Estimating
14:15 - 15:15	Scheduling
15:15 - 15:30	Break
15:30 - 16:30	Resourcing
16:30 - 17:00	Review and close



DAY 1 IN DETAIL

1. COURSE INTRODUCTION

An introduction to the course including:

- Objectives and timetable
- Introduction of the participants and facilitator
- Administrative arrangements.

2. THE LANGUAGE OF PROJECT MANAGEMENT

This session provides participants, at the outset, with some of the essential jargon commonly use in project management. This session enables all participants to discuss what they currently know, to elaborate on basic understandings and clarify any misconceptions. This session also provides a 'glossary of terms' for use throughout the course.

3. THE PROJECT MANAGEMENT PLAN

The most important document the project manager will create is the Project Management Plan. This session provides participants with an insight to the vital part they play in the creation of this document. Amongst the topics covered are:

- Typical contents
- Authorship and ownership
- Primary uses.

4. BREAKDOWN STRUCTURES

This session covers the use of one of the cornerstone planning tools to help in the development of a successful plan. Participants are taught how to apply the breakdown techniques to generate a comprehensive task list, which will help to clearly understand what has to be done to deliver their part of the project. After this session participants will be able to breakdown project work into more manageable pieces and from a number of different perspectives. The three main topics covered are:

- Work breakdown
- Organisation breakdown
- Responsibility matrices



5. ESTIMATING

Good, reliable estimating is not easy and there is no single guaranteed way of getting it right. However, there are specific techniques available that enable the consistent production of reliable estimates. Topics covered include:

- Comparative estimating
- Bottom up estimating
- 3 point estimating

6. SCHEDULING

Often perceived as the main task of the project manager, but the creation of the project schedule needs the input of team members and specialists alike if it is to be meaningful and relevant. This session focuses on the fundamentals of scheduling using nothing more hi-tech than a pack of post-it notes and some basic math. Amongst the techniques covered are:

- Network diagrams
- Gantt Charts

7. RESOURCING

Just as important as scheduling, is assigning the resources to the work. Having a logical plan but not enough resource (or the right resource) to turn it into a reality is pointless. This session takes the schedule previously created, adds the proposed resource and then calculates if resources are sufficient. Techniques covered are:

- Resource Histograms
- Principles of Smoothing and Leveling

8. REVIEW AND CLOSE

The participants will review the day and decide what action they need to take to implement their learning back at work. Participants will be encouraged to set a number of smart objectives, estimate resource / time / effort required and create their own development 'project plan'.