



Managing Projects in Organisations – Implementing Projects

Introduction

Managing Projects in Organisations (MPIO) – **Implementing Projects** is a course that provides extended tools and technique, and therefore understanding for project managers who have complete the MPIO Fundamentals course (or have requisite skills and understanding of scoping and planning projects).

This course focuses in detail on the **Execution and Control Phase** and the **Closing Phase**, and the tasks, tools and technique and skills that need to be undertaken or applied to ensure a project happens as planned, results are achieved and the project is completed to specification, on time and on budget.

This course is both practical and experiential.

The workshop objectives and program are outlined in the following pages.

This course is both practical and experiential in that it asks participants to learn new techniques by *facing and dealing with* issues presented in a series of exercises. It presents an in-depth project case example that is examined as it progresses through the implementation and closing cycles.

Sometimes these exercises will ask participants to put themselves in the shoes of a person involved in a project. At other times, situations are examined to determine the most appropriate strategies and the implications.

Once the course is completed, participants will need to consolidate their various action plans into a manageable format to build into daily work practices for implementation.

Who should attend this course?

This course is a follow-on from the MPIO Fundamentals course; hence that course is pre-requisite program. It focuses on the Execution and Controlling Phase and the Closing Phase of projects, and will be most suitable for those who have experience in managing small project and scoping/planning medium to larger projects. Whilst topics on leadership and negotiation are examined those wanting to extensively develop skills in these areas should choose to attend the **Managing People in Projects** course and **Personal Skills for Project Managers** course.

Course Objectives

At the end of the course, participants will be better able to:

- Review experiences to date in relation to implementation of projects in their workplace -projects they have been involved in -project management practices, tools and techniques
- Revisit information/tools presented during the MPIO Fundamentals workshop and their application in multiple phases
- List/review the roles and responsibilities of project managers throughout the life cycle of a project





- Review and suggest adjustments to project governance arrangements to meet the unique needs of a project
- Use and apply a series of project management tools during Executing and Controlling Phase and the Closing Phase of projects
- Manage key relationships and negotiate changes effectively
- Provide accurate and honest status and completion reports
 - estimates versus actuals (forecasting/tracking)
 - Earned Value
 - identifying and managing variations
 - updating scope/plan documents and baseline management
- Manage changes, risks, issues and communication strategies

Measure of success

If you need to outline some special needs or would like to clarify anything about the course you are about to attend, please call contact Nathan Polley on 03 9380 7777 or him email on nathanp@moreland-grp.com.au.

We look forward to meeting you at the course and trust you will find the whole experience valuable. We know the investment of two days of your time is considerable in these busy times. Our primary success measure for the course is that participants leave with ideas they will use immediately.

Our major indicator of success is that participants acknowledge the usefulness and practicality of the course at the conclusion. We are sure this will be your view. If it is not, please advise the facilitator during the course so that your concerns can be addressed.

Course program

Day One

9:00am Course Opening

Project Management successes and lessons to date

- MPIO Fundamentals Course principles revisited
- Experiences to-date
- Plenary – progress-to-date

The Project Manager's Role, managing

- upwards and outwards
- forwards and backwards
- downwards and inwards

Tea/Coffee

Theme: Managing forwards & backwards

Assessing status and implications in implementing projects

- The Kildare Homestead Project
- Tracking projects – deliverables, budgets, timelines & milestones
- Status reports and reporting
- Problem solving
- Resetting baselines

Lunch

3. Assessing status and implications (cont'd)

- The Kildare Homestead Project – the progress meeting
- Key issues and principles in implementing projects
- Earned Value

Managing meetings

- Roles
- Common problems
- Agendas/minutes
- Managing problem members

Tea/Coffee

Managing Change and Risks

- Change requests/logs
- Status Reports
- Changing baselines
- Scope change and risk prevention
- Contingency strategies and budget management

5:00 pm Close

Day Two

9.00am Theme: Managing upwards and outwards, downwards and inwards

Managing Relationships

- Understanding relationship management
- The Key Skills – listening, negotiation, and leadership
- Listening
- Negotiation the key considerations, stages, strategies and tactics

Tea/Coffee

Managing Relationships — Negotiation (cont'd)

- One-on-one negotiations
- Team negotiations

Lunch

Managing Relationships — Leadership and Teams (cont'd)

- Leadership opportunities
- What good leaders pay attention to
- Influencing the team
- Maintaining focus and commitment

Balancing Work and Time — Strategies

Tea/Coffee

Effectively Managing the Closing Phase

- Post Project Requirements – the handover
- Measuring benefit – the research model
- Setting up PIRs
- Strategies for learning lessons

What this all means for me

- Putting it into practice – developing personal strategies and action plans

Feedback and Course Evaluation

5:00pm Close