

Introduction to Project Management

(For Frontline & Middle Managers)

Overview

The *Introduction to Project Management* workshop, use proven methods of project management to maximise the learner's performance and ensure optimum results every time. The purpose of this 2-day workshop is to develop management leaders' understanding and skills on increasing the overall effectiveness and performance of the organisation through successfully leading projects thereby contributing to positive business results.

Outline & Outcomes

Section 1: The Allen Management System

The learner must know and understand:

- What is management?
- The importance of and what the Allen Management system is
- The 5-way management model
- The Needs-Work-Results model
- How technical work is classified
- How Project Management work is classified
- The management functions, activities and segments

The learner must be able to:

- Start thinking of the end result before doing anything else
- Distinguish between project management work and technical work

Section 2: Project Management

The Learner must know and understand

- Principles of Project Management
- Elements of project work
- Process of Project Management
- Reasons why projects fail or succeed
- The role of a project manager in a project
- Evolution process of any project manager

The learner must be able to:

- Identify his or her strengths and weaknesses in project management
- Explain the process of project management

Section 3: Project Initiation

The learner must know and understand

- The project initiation phase

The learner must be able to:

- Apply the tool for determining a project's feasibility
- Determine the key roles and who should participate in each role

Section 4: Project Planning

The learner must know and understand

- The project planning process
- Principles of planning
- Activities of planning
- Importance of developing a mission document for the project
- Vital factors and its impact on a project
- The different techniques of scheduling the project activities
- Budgeting principles for the purpose of a project

The learner must be able to:

- Develop a project mission document
- Develop project objectives
- Develop project standards
- Apply the Allen Management System within the context of project management
- Apply the technique of action planning in a project
- Organize the activities in the action plan
- Schedule activities in the action plan
- Budget for the project activities

Section 5: Project Execution

The learner must know and understand:

- What skills are necessary to lead a project team
- The principle of high performing teams and the value it can contribute to a project teams
- The Stages for group development and the challenges it can bring to a project team
- Importance of project kick off activities
- The difference between content and process
- Principles of delegating & The concept of empowerment
- Decision making process
- Principles of communication

The learner must be able to:

- Develop an Agenda for a project meeting
- Apply the technique of delegating
- Apply the technique of problem solving & decision making to solve project problems
- Apply the process of brainstorming
- Apply the technique of communication

Section 6: Project Controlling

The learner must know and understand:

- The methods of controlling
- Activities of controlling
- The control process
- The benefits of conflict in the project team

The learner must be able to:

- Measure performance during a project
- Do proper reporting on a project
- Keep a project diary
- Deal with conflict constructively within the project team

Section 7: Project Closing

The learner must know and understand:

- Importance of closing a project properly
- The project closing process

The learner must be able to:

- Acknowledge the project team for achievements and results
- Review project process and results
- Write a final project report with all the relevant information

This workshop is accredited through the Services SETA on a NQF Level 5 with 8 credits.



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