



VENUE
 Monash Conference Centre
 Level 7, 30 Collins Street
 Melbourne

INTRODUCTION TO PROJECT MANAGEMENT

FOR THE MANAGEABLE, TIMELY & SUCCESSFUL COMPLETION OF PROJECTS 7 MAY 2012

AN INTENSIVE ONE DAY WORKSHOP FOR MANAGERS, PROJECT AND TEAM LEADERS WITH RESPONSIBILITY FOR PLANNING, PURCHASING, CONSULTANCY, POLICY DEVELOPMENT AND OTHER STRATEGIC ORGANISATIONAL PROJECTS.

Managers and staff within the public sector, not for profit and community service organisations are managing an increasing range of projects – within the organisation; with other organisations and levels of government, community agencies and the private sector. These projects are often more outcomes focussed, time limited, budget defined and politically sensitive than traditional programs – and so require well developed project management skills.

Developing and managing a project requires knowledge and skill in understanding project methodology, techniques for scoping and designing the ‘work breakdown structure’; and most importantly, the ability to manage various stakeholders using appropriate interpersonal, organisational and political skills.

AIM OF THE WORKSHOP

This workshop will provide practical tools - relevant to government, not for profit and community service organisations; including project planning tools, templates, processes and checklists.

At the end of the workshop participants will be able to:

1. Identify and describe the key elements of successful project management, including:
 - Phases, stages and activities of a project
 - Frameworks and key success factors
 - Project briefs and detailed design plans
 - Acquisition and management of resources
 - Relationship management of stakeholders – both internally and externally
2. Initiate, plan and manage project phases, stages, activities and tasks within cost, timelines and appropriate responsibilities
3. Work within a collaborative and partnering approach with community, government alliances and other institutions to achieve local capacity building and mutual benefits
4. Develop and utilise project management leadership, roles and responsibilities, structures, systems, tools and skills in achieving successful outcomes



FACILITATOR JACKIE MODEN

SENIOR ASSOCIATE,
 CENTRE FOR LEADERSHIP
 AND MANAGEMENT

Jackie has worked with a range of clients across the public sector; assisting them with governance issues, strategic planning, service review and development projects and workforce development. She has facilitated planning, financial review and change management processes in these organisations and assisted not for profit organisations in the development of interagency partnerships.

DATE & TIME

Monday 7 May 2012
 9.00 am – 4.00 pm

COST

\$539.00 (including GST of \$49.00) inclusive of materials, lunch and parking

CLOSING DATE FOR REGISTRATIONS
 Monday 23 April 2012

ARRIVAL
 8.45 am
 Arrival - tea & coffee
 9.00 am
 Welcome & Introduction

WHO SHOULD ATTEND

Managers, Project and Team Leaders responsible for sponsorship, management or implementation of organisational projects from within the public sector, not for profit and community service organisations.



SESSION 1

PHASE 1 – CONCEPT (INITIATION OF PROJECT ‘IDEA’)

- Definitions and distinguishing features
- Brief overview of phases, stages and activities
- Project objectives and justification
- Developing the initial Project Brief

SESSION 2

PHASE 1 (CONT'D) – PROJECT ROLES, RESPONSIBILITIES AND STAKEHOLDER RELATIONSHIPS

- Identifying the project sponsor/s and project manager
- Establishing clear roles and expectations amongst stakeholders including project team members
- Conducting a stakeholder analysis and gaining ‘buy in’ and commitment
- Project Organisational Structures

LUNCH
 12.30 pm
 Lunch Break

SESSION 3

PHASE 2 – PROJECT SCHEDULE (PLANNING AND PREPARATION)

- Determining stages, tasks and activities
- Estimating time, cost and allocating responsibilities
- Precedence, milestones and critical path
- Using project management tools - GANTT and PERT charts and software
- Developing a communications strategy

SESSION 4

PHASE 3 – PROGRESS (IMPLEMENTATION, TRACKING AND CONTROL)

- Maintaining the project to be on time, on cost and to the agreed methodology
- Monitoring, reporting and evaluation
- Project incidents, variations and problem solving
- Case study activity

SESSION 5

PHASE 4 – OUTCOME (COMPLETION, HANDOVER AND REVIEW)

- Hand-over of project outcomes
- Project close-up tasks
- Project evaluation

CONCLUSION
 4.00 pm
 Conclusion of Workshop