
Cambridge Strategic Management

PROJECT MANAGEMENT

2↓-Day Workshop

Aims

The formal techniques of Project Management provide a means for organising and controlling both large and small multi-disciplinary projects. The procedures also make it possible for established organisations to take a fresh look at their routine operations.

The purpose of the workshop is to introduce the modern approach to Project Management - emphasising the need for good communications and people management. It also develops the practical skills required to manage projects successfully.



Workshop content

The workshop begins with a clear overview of the requirements of Project Management. It then moves on to the management of people - building a cohesive team, resolving conflicts, maintaining motivation, achieving good communications and reaching group decisions. It covers the two main problem areas for project managers - project control and decision making.

A significant aspect of the 2↓-Day workshop is that we will use the client's projects to produce Work Breakdown Structures, PERT charts, and Gantt charts. The use of the project software for monitoring and control will also be discussed.

The 2↓-day workshop includes the following elements:

Project Management	Characteristics ↗ Requirements ↗ Dynamics ↗ Organisation
Project Planning	Work Breakdown Structures ↗ Milestones ↗ Gantt ↗ PERT ↗ Critical Path
Problem Solving	Brainstorming ↗ Fishbone ↗ Force-field
Decision Making	Team decisions ↗ Interactive skills ↗ Reaching consensus
Project Teamwork	Team members ↗ Team leadership ↗ Interactions
Planning Workshop	Project planning based on the client's projects
Project Software	Inserting the projects into MS Project or other software of choice



Benefits

Considerable emphasis is placed on the methods of building and leading project teams. This is particularly beneficial for those working within a matrix organisation where project responsibility cuts across functional boundaries.



Who should attend

The workshop is designed for those who have, or are about to have, either general or project management responsibility. Companies that have already benefitted from the workshop include hardware, software, publishing, electronics manufacturing, systems engineering, research and consulting organisations.

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