
Cambridge Strategic Management

Project Management

2 Day Workshop

Draft Agenda

Objectives To build a clear understanding of what constitutes a good plan and what team behaviour results in the achievement of that plan.

Day 1

8.45	<i>Coffee</i>	
9.00	Keynote address	
9.10	Introductions	
9.40	Introduction to project management	Talk and discussion
10.30	<i>Coffee</i>	
10.45	Teamwork & leadership Belbin team roles	Talk and discussion
11.45	Project exercise	Syndicates
1.00	<i>Lunch</i>	
1.45	Project techniques Work Breakdown Structures (WBS) SMART Milestones Gantt Charts PERT Charts	Talk
2.30	Planning exercise <i>Cambar</i>	Group and syndicates
3.30	<i>Tea</i>	
3.45	Exercise continued.	Syndicates
4.30	Presentations	Syndicates
5.30	Depart	

Day 2

8.45	<i>Coffee</i>	
9.00	Review	
9.15	Estimating & Risk	Talk & group
10.30	<i>Coffee</i>	
10.45	Project descriptions Three projects of relevance to the host organisation	Project owners
11.00	Project planning	Syndicates
1.00	<i>Lunch</i>	
1.45	Planning contd.	Syndicates
3.30	<i>Tea</i>	
3.45	Planning contd.	Syndicates
4.15	Project documentation	Talk
4.30	Project planning software	Talk & demonstration
5.30	Close	

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