
Cambridge Strategic Management

Project Management

2¹/₂ 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 | Problem Solving | Talk and syndicates |
| 12.45 | Project descriptions Three projects of relevance to host organisation | Project owners |
| 1.00 | <i>Lunch</i> | |
| 1.45 | Project planning | Syndicates |
| 3.30 | <i>Tea</i> | |
| 3.45 | Planning contd. | Syndicates |
| 5.00 | Project documentation | Group |
| 5.30 | Depart | |

Day 3 (½ Day)

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|-------|-----------------------|---------------|
| 9.00 | Review of plans | Group |
| 9.15 | Planning tools | Demonstration |
| 10.30 | <i>Coffee</i> | |
| 10.45 | Planning tools contd. | Syndicates |
| 12.00 | What next? | Group |
| 12.30 | Depart | |

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