



## Project Management Solutions

### Introduction

The course has been set so that the Manager can acquire the necessary tools and techniques to deliver projects more efficiently and effectively. This will consider the whole project lifecycle, influencing factors, determination of goals, objectives and the scope of the project. From this strategic element of the project it will then be broken down into phases, activities, milestones and controls allowing the Business Manager to develop a complete picture, recognise and understand where variances are occurring in relation to the plan and know how these can be brought back on track with appropriate control mechanisms.

### Learning Outcomes

- Understanding the Terminology Of "Project Speak"
- Environmental Analysis Techniques
- Change Management
- Project Lifecycle
- Planning, Analysing, Sequencing And Scheduling The Key Elements Of A Project
- The Project Team
- Project Tools & Techniques
- Risk Analysis and Management
- Project Documentation
- Control Factors
- Understanding Implementation of the Goals Of The Project
- Project Closure

### Assessment

- Students are required to design and develop a project in a group setting, to present this project orally in class and in written presentation form.

### Course Contents

- Understanding the Terminology of "Project Speak"
- Influences and constraints of a project
- How external key drivers act as forces for change, but also considering internal forces both as stimuli as well as barriers to change.
- Project Lifecycle Phases
  - Defining, Planning, Implementing, Controlling, and Completing
- Breakdown of the Key Elements of A Project
  - Planning, Analysing, Sequencing, and Scheduling
- The Project Team
  - Project team competency matching, recruitment & selection, project people requirements, team formation techniques, team building techniques
- Project Tools & Techniques
  - Network Analysis Diagrams, Gantt Charts, Resource Histograms, Stakeholder Analysis, Budget Planning, and Development
- Risk Analysis and Management
- Project Documentation
  - What documentation is required, judging what and how to communicate, documentation that benefits the project, and document version control procedures
- Control Factors
- Implementation of the Goals of the Project
  - Change Management, Communication and Documentation, Training, Determination of Key Performance Indicators (KPI's), Handover Procedures
- Project Closure
- Project Management Software

### Lecturer

Dr Daniel Valentine, DBA, MLitt, MBA, BSc, MCMI, MCIM, MIRS

Daniel read philosophy at King's College London, and economics at St Andrews University. Daniel worked in finance and PR for nine years, finishing as Head of Investor Relations and Financial Communications for a FTSE 100 company. Daniel is a qualified Financial PR Professional, and holds a doctorate in Strategic Human Resource Management. Daniel has an energetic teaching style, integrating case studies, best practice and the latest academic research. Daniel was the keynote speaker at the Dubai Leadership Summit

## Reading List

Barker, Stephen. Cole, Rob. ***Brilliant Project Management: What the Best Project Managers Know, Say and Do.*** Prentice Hall, 2007.

Portney, E. Stanley. ***Project Management for Dummies.*** John Wiley & Sons; 2nd Edition edition, 2006.

Baker, Sunny. Campbell, Michael G. ***The Complete Idiot's Guide to Project Management.*** Alpha Books 2007.

Bruce, Andy. Langdon, Ken. ***Project Management (Essential Managers).*** Dorling Kindersley Publishers Ltd, 2000.

Martin, Paula. Tate, Karen. ***Getting Started in Project Management.*** John Wiley & Sons, 2001.

Newton, Richard. ***Project Manager: Mastering the Art of Delivery in Project Management.*** Financial Times/ Prentice Hall, 2005.

Milosevic, Z. Dragan. ***Project Management ToolBox: Tools and Techniques for the Practicing Project Manager.*** John Wiley & Sons, 2003.