

## Project Principles for Project Participants

**Target Audience:** Project members – all people contributing to projects and/or leading project workstreams, but that are not responsible for overall project delivery. If your organisation has a standard project methodology, this will be referred to during the course.

### Key Learning Outcomes

- Learn about the project life cycle and key roles and responsibilities on a project.
- Clarify the scope and boundaries of your role on projects.
- Know how to develop a task schedule showing task dependencies for the project activities you are responsible for.
- Discover how to control your part of the project through professional risk, issues and scope management methods.
- Explore ways of improving your time allocation between projects and business activities.
- Gain confidence in providing a professional and effective contribution to your projects.

### Course Experience

- ✓ Theory: Latest best practice
- ✓ Team discussions
- ✓ Individual and group exercises
- ✓ Case studies
- ✓ Technique application practice
- ✓ Film clips
- ✓ Personal action planning

## Course Outline

### MORNING SESSION

#### Introduction to Project Management

- The Project Life Cycle
- Key Project Terms
- Typical Project Roles and Responsibilities

#### Contributing to the Project Planning Activity

- Key Planning Documents
- Clarifying the Project Business Purpose and Detailed Scope.
- Understanding Task Dependencies on the Project
- Providing the Project Manager with your Task Estimates for Duration and Effort
- How to Create a Project Schedule for your Workstreams
- How to Establish the Critical Path and Why it is Important

### AFTERNOON SESSION

#### Your Role Project Control Activities

- Keeping the Project Manager Updated with Your Task Status
- Identifying and Managing Project Risks and Issues
- How Scope Change Requests are Managed

#### Personal Time Management on Projects

- Balancing Task Priorities on the Project with your Task Priorities in the Business
- Working on Multiple Projects

#### Keys to Success

- Summary of Project Membership Best Practices
- Personal Action Planning

**Pre-Course Work:** Completion of Pre-Course Questionnaire

**Course Material:** Includes facilitator's slides, exercise worksheets, background reading/articles and recommended books

**Ideal Number of Participants:** 9

**Maximum:** 12

**Minimum:** 4