The *Integral* Group Ltd

RightTrack

INTRODUCTION TO PROJECT MANAGEMENT

An introduction, but even the most experienced people will get something out of this

Less Stress ● More Success

- *Have you got any new project managers?*
- *Do your staff understand what your project managers do?*
- *Does your team all speak the same project management language?*
- *Does your team all follow the same project management methodology?*
- *Do you understand the psychology of business and how it applies to running projects?*

WHAT ARE THE ISSUES?

Common issues through not doing project management properly include:

- poor planning leading to poor project performance
- projects heading towards failure
- unnecessary stress and anxiety
- unhappy project teams
- business needs are not met
- project costs more than it should
- timelines not met
- scope creep

WHO SHOULD ATTEND?

This workshop is intended to instill the basics of good project management at all levels of an organisation. It is appropriate therefore for a wide range of staff and will benefit anyone who:

- has little or no prior project management experience
- is working as part of a project team
- is in a support role to a project
- hopes to be selected for inclusion in a project team
- is a project manager

WHAT WILL I GET OUT OF THIS WORKSHOP?

This workshop will provide participants with:

- an overview of project management
- knowledge of the four key phases of the project management life cycle
- an introduction to the psychology of business and how it applies to project management
- an introduction to tools that can be used to tackle project issues
- an introduction to the Right Track Workshop
- understanding of the dangers that arise from poor project management
- an introduction to the terminology of project management
- an understanding of why project management is important

Participants will be given simple and practical exercises that will embed the learnings with a focus on planning projects, as that is where most of them go astray.

We base these practical planning exercises on real projects that the participants are working on, or are about to work on.

COURSE CONTENT

- The psychology of business
- Why is good Project Management important?
- The consequences of projects going wrong
- How can we manage projects better?
- Key philosophies of better project management
- Introduction to The Project Management Life Cycle
- Project Management Process - The "Initiate" phase
  - **Right Track Workshop**
    - Stakeholder analysis
    - Communications planning made simple
    - Risk analysis
    - Needs and wants analysis
    - Team
    - Project Governance and roles

- The "Planning" phase
  - Overview of the Planning phase
  - Covering the bases
  - Project planning technique
  - Project planning exercise
  - Developing the written project plan - preparation for Day 2
- The "Delivery" phase
  - Resourcing the project
  - Managing delivery
  - Keeping track simply
  - Fast methods of monitoring and reporting
  - Managing people
- The "Close" phase
  - Debriefing
  - Reviews
  - Reporting
  - Lessons learnt and follow-up

WHAT IS THE RIGHT TRACK WORKSHOP?

The Right Track Workshop was developed in 2014. It is a pragmatic and effective tool which we use at the beginning of every project, and train at every Project Management and Procurement Training workshops that we run.

WHERE IS THE TRAINING?

The workshop is delivered in-house and all you have to do is provide a suitable venue and appropriate support.

HOW MUCH DOES IT COST?

The pricing for this **2-day** workshop is shown in the table below:

Up to 10 Attendees	Per person fee in excess of 10 attendees
$12,000	$1,200

TIGL's pricing conditions for this training are:

- prices are exclusive of GST
- credit term is 20th of the month after invoice date
- the only disbursements claimed are for out of town travel
- TIGL supply materials and workbooks
- the client supplies the venue and catering

GUARANTEE

TIGL absolutely guarantee our work. Our satisfaction guarantee to you is that:

- in the unlikely event that you're not satisfied with our work, we would make sure that we work with you to put it right
- if at any time you're not satisfied with the value you've received when we invoice you, then we ask you to pay the value that you deem appropriate