PROJECT MANAGEMENT

A SOLGM event

Overview

A well-run project delivers improved organisational performance at an effective cost. A badly-run project can mire your organisation in confusion, cost and even scandal.

- 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?

This two day comprehensive programme will suit people with little or no prior project management experience and give them a good grounding in the fundamentals that will enable them to tackle an everyday project logically, competently and with confidence. It will also teach highly experienced project managers some simple, fast and effective tools and techniques that work. This two day workshop offers the opportunity for participants to put their project skills into action and have them evaluated and developed.

This workshop will:

- Provide participants with an overview of project management for local authorities
- Create an understanding of why project management is important
- Point out the dangers that arise from poor project management
- Introduce you to the terminology of project management
- Teach a common methodology developed for councils, and
- Teach some up-to-date tools and techniques that work in councils

Who should attend?

This workshop is intended to instill the basics of good project management at all levels of an organization.

It is appropriate therefore for a wide range of staff and will benefit anyone who:

- 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
- Has the responsibility to supervise a project

SOLGM

New Zealand Society of Local Government Managers

Date and Venue

28 & 29 November 2017
The Commodore Airport Hotel
Christchurch

Attendance Fee

SOLGM Members:

$890.00 (+GST)

Non-members:

$990.00 (+GST)

Contact

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PROGRAMME

28 November 2017	
8:30 - 8:45	Registration and Welcome
8:45 - 9:30	Introductions and Housekeeping Where are you at with Project Management?
9:30 - 10:15	Session One The psychology of business • Why is good Project Management important? • The consequences of projects going wrong • How can we manage projects better?
10:15 - 10:30	Morning Tea
10:30 - 12:15	Session Two • Four guiding principles • Develop a strategy technique • Strategy exercise
12:15 - 1:00	Lunch
1:00 - 2:45	Session Three 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
2:45 - 3:00	Afternoon Tea
3:00 - 4:30	Session Four 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
4:30 - 5:00	Conclusion • Day's wrap up and next steps
5:00	Session closes

PROGRAMME

29 November 2017	
8:30 - 8:45	Tea and Coffee
8:45 - 9:00	Housekeeping • Recap of day one
9:00 - 10:15	Session Five • Presentation of plans to the group
10:15 - 10:30	Morning Tea
10:30 - 11:15	Presentation of plans to the group continued
11:15 - 12:15	Session Six The "Delivery phase" • Resourcing the project • Managing delivery • Keeping track simply • Fast methods of monitoring and reporting • Managing people
12:15 - 1:00	Lunch
1:00 - 1:30	Session Six continued
1:30 - 2:30	Session Seven Develop a Strategy • Exercise Two
2:30 - 3:00	Afternoon Tea
3:00 - 3:30	Session Eight The "Close" phase • Debriefing • Reviews • Reporting • Lessons learnt and follow-up
3:30 - 4:00	Session Nine • Conclusion • Final wrap up and evaluations
4:00	Session Closes