

SUSSEX TRAINING CONSORTIUM

Timetable

PROJECT MANAGEMENT

Day One

| | | |
|-------------|---|---------------------------|
| 9.30-9.50 | Welcome, domestics, introductions and objectives | |
| 9.50-11.00 | Introduction to Project Management | |
| | <ul style="list-style-type: none"> • What is a project and what is project management? • Measuring project success • The project management process • Agreeing expectations | Discussion/input |
| 11.00-11.15 | Mid-Morning Break | |
| 11.15-13.00 | Writing project terms of reference | |
| | <ul style="list-style-type: none"> • Converting the idea into an objective • The BOSCARD model | Input/discussion/practice |
| 13.00-13.45 | Lunch | |
| 13.45-15.00 | Producing a work breakdown structure (WBS) | |
| | <ul style="list-style-type: none"> • The purpose of the WBS • Why lists don't work • Alternative methods | Input/discussion/practice |
| 15.00-15.15 | Mid-afternoon Break | |
| 15.15-16.30 | Project resourcing and costs | |
| | <ul style="list-style-type: none"> • Types of resource • The resourcing and costs template | Input/discussion/practice |
| 16.30 | Day 1 close | |

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PROJECT MANAGEMENT

Day two

| | | |
|-------------|--|---------------------------|
| 9.30-9.45 | Recap and questions from day one | |
| 9.45-10.30 | Allocating project responsibility | |
| | <ul style="list-style-type: none"> • The responsibility matrix • Gaining commitment | Input/discussion/practice |
| 10.30-11.00 | Project scheduling part 1 | |
| | <ul style="list-style-type: none"> • Introduction to Gantt charts • Case study analysis | Input/discussion |
| 11.00-11.15 | Mid-Morning Break | |
| 11.15-12.00 | Project scheduling part 2 | |
| | <ul style="list-style-type: none"> • Producing a Gantt chart • Additional uses and benefits | Discussion/practice |
| 12.00-13.00 | Introduction to Network Diagrams | |
| | <ul style="list-style-type: none"> • Producing a network diagram • Interpretation and use | Input/discussion/practice |
| 13.00-13.45 | Lunch | |
| 13.45-14.30 | Project Risk | |
| | <ul style="list-style-type: none"> • Risks versus Issues • Identifying and ranking risk • Action planning and documentation | Input/discussion |
| 14.30-15.15 | Monitoring and control | |
| | <ul style="list-style-type: none"> • The difference between monitoring and control • What to monitor and control • Tools and techniques | Input/discussion |
| 15.15-15.30 | Mid-afternoon break | |
| 15.30-16.00 | Project closure | |
| | <ul style="list-style-type: none"> • Tying up the loose ends • Post project issues | Input/discussion |
| 16.00-16.15 | Open forum | |
| | <ul style="list-style-type: none"> • Discussion of course content and any delegate-specific issues | Discussion |
| 16.15-16.30 | Course evaluation | |
| 16.30 | Course closes | |