Overview

The PROMAN 5-day development programme has been specifically designed to cover the key areas considered fundamental to successfully project lead a business project from start to finish.

The programme will equip you with a toolkit of transferable techniques and skills that inspire you to leverage both your own abilities as project lead and the abilities of the project management community you lead or work with.

The programme is structured into three phases:

- Phase One: Project Initiation
- Phase Two: Project Planning
- Phase Three: Project Control

Projects already benefiting from this programme

- End to End Business Controls within the Builders Merchant Industry improvement by 29%
- Business improvement projects within a Branch Management Development Programme
- Implementation of a HR shared service into a central location for an Employee Benefits provider
- Design and installation of a Power Station in America
- Profitable Portfolio account management within a ISM Essential Sales Programme with an increased sales revenue of over £450K

Benefits of attending

- To provide insight into the benefits of engaging project teams in delivering successful projects.
- To provide insight into participants respective strengths and development areas when leading project activities.
- To provide practical experience of applying key project leadership tools and methods.
- To understand and apply PROMAN 'best practice' project management tools and methods to successfully deliver a business project on time in full within the Customer, Cost and Service parameters

Key Topics	
Project Management Health Check	Project Life Cycle
Project rationale S.M.A.R.T approach	Management of the Project
Project Kick-Off	Scope Management
Roles and Responsibilities	Procurement
Schedule and Resource Management	Quality & Health and Safety Management
Project Review Meetings	Project Dashboard
Communication	Teamwork and Dynamics
Risk Management	Close and Evaluate

Time is what we want most, but what we use worst

Benjamin Franklin

Phase One: Project Initiation

This focuses on some of the contextual factors that will influence how projects may be initiated and managed. The importance of clearly defining the project's requirements is investigated at length before we detail how projects are justified through the creation of a strategically and commercially viable Business Case. Delegates go on to understand the importance of reviewing the business case throughout the project to ensure its on-going viability and to keep the project aligned with the overall objectives. This includes recognition of the key part the business case plays in on-going monitoring and reporting during the 'Implementation' phase; then how at 'Handover and Closeout' the Business Case is used to validate the deliverables and measure the success of the project. Topics covered:

- **Projects Initiation Check List**
- **Organisational factors**
- **Governance of projects**
- **Project context**
- **Requirements management**
- **Business Case**

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Phase Two: Project Planning

Project planning is more than the creation of a Gantt chart. This module focuses on the process for defining the why, what, how, when, who and where for any project. It provides delegates with a theoretical and practical understanding of how project management planning should be approached and implemented to ensure delivery of outcomes that resolve the need and enable benefits to be realised. It helps delegates understand not only their own role in this, but all the roles involved.

We also examine how the project meets stakeholders' quality expectations whilst being delivered safely and efficiently through the effective management of risk. The workshop pays particular attention to the management of any risk that may have implications for health, safety or the environment. Throughout, the role of the tools and techniques are highlighted with particular reference to 'best practical project management principles. Topics covered:

- **Creating the Project Management Plan**
- **Scope, schedule and resource management**
- **Managing risk**
- **Health, safety environmental management**
- **Quality in projects**
- **Procurement**

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Phase Three: Project Control

In order to deliver projects successfully, project leaders must employ effective mechanisms for monitoring and controlling progress. A number of techniques for controlling timescales, costs and change are covered in this module. We also look at various tools that will help project managers deal with stakeholders whether they are team members or other interested parties. Delegates will examine their role in applying effective stakeholder management tools to understand the environment and then the way to use it to drive appropriate management actions throughout the project. The module concludes by examining how projects can be brought to an orderly close and review team performance in a structured fashion. Topics covered:

- **Monitor and control schedule and cost**
- **Stakeholder management**
- **Interpersonal skills for the project manager**
- **Change control**
- **Project handover and closeout**
- **Project reviews**

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![reed consultants Talent Development logo]

PROMAN
Successful Project Management

Programme Contents Include

- Canvas project
- Structure of organisations and projects
- Lessons Learned
- Life cycle
- Contexts and environments
- Governance and structured methodologies
- PESTLE
- SWOT – So, Wot
- Communication
- Leadership
- Authority levels
- Teamwork (Belbin)
- Responsibility Allocation Matrix (RAM)
- Planning for success
- Scope management
- Schedule and resource management
- Procurement
- Change control 4 P's
- Risk management
- Quality Management
- Managing Conflict
- Stakeholder Analysis
- Tool Box Talk
- Health and Safety
- Kick-Off Meeting
- Phased plan
- Close-Out project evaluation
- S.M.A.R.T. challenge
- Dashboard
    - Customer Centric
    - Business
    - Team
- Application of standard templates

Additional PROMAN support

- Upon request attend in-company project review meetings.

Academic Certification

- Certificate of attendance
- Population of PROMAN 'best practice' documentation

Throughout the five-day workshop delegates will be applying the methodologies to a 'live' business project and populating templates provided. This will enable them to leave the workshop and apply the PROMAN principles immediately.

Talent Development

As part of the programme, delegates receive a dedicated Talent Development Coach and Mentor who provides support as and when required

"A project without a critical path is like a ship without a rudder

PROMAN
Successful Project Management

Sue is one of the best trainers I have had the pleasure to work with within the GE Academy. I have seen her deliver many programmes but specifically I could pick out her Project Management work. This encompasses not just running a training course, but Sue has a quick pick up of client needs and problems, which she can integrate into her programme to fully tailor the programme to suit the attendees. In addition, she is able to run real client-based workshops with the diversity of working with key stakeholders including a multi-lingual project delivery team across Europe, Asia and America together with the end client and various suppliers. This works well and allows a real understanding by all parties of the project key deliverables, considerably reduces re-work and occasionally will uncover major problems, which can be resolved before they become a major project hazard. Key deliverables from each workshop was the creation by the Project Lead of 'Project Principle Documentation'. This ensures compliance with standard documentation and key project management tools, techniques and behaviours to successfully deliver all aspects of their project were applied. Sue's added valued mentoring after the training supported the Project Lead at key milestones of their project. She has run project management programmes worldwide including Alabama USA and Shanghai and has the emotional intelligence to engage with diverse cultures for a common goal – deliver projects on time and in full to quality specifications.

Jonathan Prince MBE

Programme Preparation

In order to help you gain maximum benefit from the programme you will be required to undertake the following two activities::

- Complete the on-line pre-programme project management knowledge and skills assessment. This assessment has been developed to enable you to make an informal and candid review of your present level of competency in regard to the learning outcomes of the PROMAN development programme.

- Identify a business project that you are required to Project Lead and that you can apply the tools and techniques throughout the programme to your project. Complete the Project Initiation document contained within the on-line pre-programme assessment.

Key Programme Facts	
Course Title	PROMAN
Certification	Certificate of Attendance
Course length	5 days
Target audience	Anyone who is required to lead a business project
Delegates	Personalised development folder PROMAN standard templates
Contact	www.reed-consultants.co.uk 07834 572818 contact@reed-consultants.co.uk

" We take the talent that exists in all people and encourage it to grow