

## PROJECT BOARD OVERVIEW

This is a ½ day course which introduces the project management method from a senior management perspective.

The course is designed for:

- New employees who will be involved in project decision making at Project Board or senior management level
- Existing Project Board members or senior managers who wish to understand the method and their responsibilities
- Existing project managers who are moving to a more senior role
- External suppliers, consultants, or other external project team members who need to interface with public sector projects as Senior Suppliers, or Senior User representatives

### Prerequisites

Ideally course attendees should be currently at a decision making level within the organisation or involved in projects at project board member level.

### Delegates will learn how to:

- Understand the main project management principles
- Recognise the ways that your organisation addresses the factors which enable successful projects
- Understand and use a common terminology
- Identify the key pieces of project information on which decisions are made
- Define the project lifecycle and the decision points within it
- Understand how the method could be scaled and tailored to suit different projects
- Understand the need for strong leadership and direction setting

### Course Outline

- Programmes and projects
- What is a project
- What makes a project successful?
- Project failure factors

- The project lifecycle
- Starting up a project activities
- The project initiation workshop
- The Project organisation structure, senior roles and responsibilities
- Risk Management principles and responsibilities
- Initiating a Project activities
- The Project Initiation Document
- Monitoring progress and reporting
- Handling project issues and changes
- Stage boundaries
- Closure of the project

## Tailoring the courseware

We understand that organisations may have their own requirements regarding the method. The training approach and supporting materials can be designed so it can easily (and at minimum cost) accommodate any customisation which does not affect the basic approach.

Typical options for customisations may include:

- Addition of your logo and other 'look and feel' elements giving the courseware your own organisational identity to help generate buy-in
- Modification of role names and terminology to support your current operational standards.
- Tailoring certain elements of the project management processes to suit your particular needs
- Defining management products according to your current templates (i.e. Business Case, Communication Plan, Project Brief, Approach etc.)

Logical Training Solutions

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