**BEST PRACTICE IN PROJECT MANAGEMENT**

* **THREE DAYS TRAINING**

Successful projects require basic knowledge in project methodology and professional leadership. Understanding and matching customer needs with project deliveries and the organizations capabilities are of significant importance. The purpose of the course is to improve quality and increase profitability in assignments at the organization by implementing a projective work method.

The core of the course being the basic project management training and good examples, and additionally we will touch upon the leadership/soft skills, an area that is instrumental in successful project management.

**COURSE CONTENT and AGENDA:**

Day 1

**Project - a strategic working method**

* The context - how projects should support the business over-arching goals and strategies
* Portfolio and program management and governance
* The project process - phases and gates
* The project’s background, purpose and goal

**The project organization**

* Project roles – responsibilities and authorities
* The composition of the group – behaviour styles

**Course literature:**

Chapter 1, 2, 4 and 11

**Slides for day 1:**

1 to 19

**Exercises:**

1 to 9

**Documents:**

* Project charter

Day 2

**Project analysis and pre-planning**

* Identifying the scope by creating a WBS (Work Breakdown Structure)
* Analysis of interested parties (stakeholders) and their various expectations of the project
* Analysis the projects prerequisites – situational analysis
* Traditional project methodology v.s. agile methods
* Identify and choose solution.
* Analysis the business impact goal.
* Identify dependencies and create a logical network
* Milestones

**Communication**

* Communication plan as a management tool

**Team development**

* Team or just a group
* The group development process
* Situational leadership

**Course literature:**

Chapter 5, 6, 9, 11 and 12

**Slides for day 2:**

20 to 50

**Exercises:**

10 to 13

**Documents:**

* Project management plan

Day 3

**Project planning**

* Create a schedule (Gantt chart) and a budget
* The planning chain
* Plan resources, calculate costs and make a budget
* Critical path
* Perform a risk analysis and create an action plan
* Create and present a project plan

**Project implementation**

* Plan, report and monitor progress
* Quality assurance and procedures for change management
* Hand over the results

**Leadership skills**

* Delegation
* Give and take feedback
* Conflict management

**Conclude a project**

* Terminate the project team
* Evaluate the project
* Lessons learned, recycling project experience
* Follow up on business impact

**Course literature:**

Chapter 10, 12, 13, 14, 15 and 16

**Slides for day 3:**

51 to 76

**Exercises:**

14 to 17

**Documents:**

* Final report

**THE WAY OF WORKING:**

Recommendation is to use a “**workshop” format** - with a lot of practical examples and involvement of the participants that ensure high interaction and dynamics. This format gives the possibility to do both, to give knew knowledge and to involve participants in group work to do assignments in class/presentations and to discuss the challenges they have.

* Best learning results will be if the training on best-practice is mixed with experiences within the participants organizations.
* Theory should be alternated with practical exercises and group assignments.
* Exchange of experience between participants by means of orchestrated group discussions will boost the learning process.

**COURSE LITERATURE**:

The book “***Project Management – A guide to the theory and practice of projects, program and portfolio management, and organizational change***”, *Bo Tonnquist, Sanoma Utbildning, (2021) and* handouts and practical exercises.

**The practice is that each participant gets the book and can use it during the course and as a reference material after the course.**

**RECOMMENDED GROUP SIZE:**

* up to 20 participants: a good number for this course:
  + gives chance every participant to be involved and to be heard.
  + the trainer can give his attention to each group and summarize their presentations with giving comments;
* up to 35 participants:
  + requires a large room with the possibility to place all the groups/tables in a room
  + the level of interaction is lower since the dynamics is different , e.g., with more groups more time needed for their group work presentations and less time left for comments, suggestions etc. from the trainer.
  + to manage this group the trainer will need to have an assistant.

**COURSE CREATOR:**

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**Bo Tonnquist**, MS EE, author, speaker and senior consultant with long international experiences in project management, business development and agile methods. He has extensive experience from assignments in public organizations and international corporations. Bo has published several books on project management, is a frequent speaker at conferences, and was involved in the implementation of IPMA certifications in Sweden.