

Managing and Monitoring Successful Projects



Two-week professional development workshop
25 June to 6 July 2018
3 to 14 December 2018

Week one: The complete project cycle
Week two: Practical risk management techniques



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BRITISH ACCREDITATION COUNCIL
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for Independent Further and Higher Education

About the workshop

Trained project and programme management practitioners are essential for the successful delivery of strategic outcomes. Effective organisations are able to manage change by integrating sound project and programme methodologies, tools and techniques with their business operations. Organisations increasingly expect their staff outside the project management profession to have a good working knowledge of project management tools and processes so that they can interact effectively with project issues.

Week one of the workshop will boost your skills by equipping you with the effective strategies, practical tools and techniques to identify, develop, plan, control and implement programmes and projects which are aligned to the objectives of your organisation. You will also benefit from extensive practical hands-on experience through group work on a series of realistic case study exercises. The tools and techniques studied are designed to be adaptable to meet an organisation's specific needs and circumstances. These may range from relatively simple performance improvement projects, through to complex national capacity-building programmes.

Week two of the workshop covers risk management, an essential part of the overall management toolkit. Integrated risk management, planning for counter-measures, and contingency plans are vital to the control and success of major undertakings and this workshop will provide a sound grounding to assist in successful project delivery. International development partners are looking more and more to make their investments in organisations with a proven track record in minimising risks and maximising opportunities, thereby giving assurances that funding can be spent wisely and securely. Case studies and practical exercises are an integral part of this week in order to take you through the skills required for active and sustainable risk management for your organisation. You will have the opportunity to identify key risks to the success of your projects and organisational objectives. Our Workshop Director will help you to analyse these risks and to explore potential solutions and mitigation factors. The core of week two of the workshop is based on the UK Government's approach *Management of Risk* (M_o_R® - the registered trade mark of AXELOS Limited), giving you a firm foundation on which to implement risk management within your organisation.

The workshop is delivered by practising project management professionals with experience in many sectors and countries. It includes relevant site visits.

Although this is a two-week programme, it will be possible for participants to attend just one of the two weeks.

Who is it for?

The workshop is designed for both project and non-project management staff at all levels who are or will be involved in the delivery of projects and programmes and who need to gain in-depth knowledge and practical skills and techniques to ensure project success and to develop robust risk management plans to maximise the chance of success.

How participants will benefit

The workshop will enable you to:

- Increase your capabilities to define, appraise, plan, implement and control programmes and projects to deliver strategic benefits to your organisation
- Effectively supervise, monitor and evaluate a range of programmes and projects
- Avoid the common causes of project failure by applying best practice in project and programme management
- Develop an excellent basis of knowledge and skills to advance to professional project and programme qualifications such as PRINCE2® and PMI
- Establish the basis for cascading risk management through your organisation
- Improve the effectiveness of risk management processes to help assess programmes and minimise risk
- Contribute to the achievement of desired development goals and ensure 'early warning' and other strategies for preventing failure.

"The seminar presented approaches and methodologies which I was not familiar with but which can be of a great practical help in implementing my direct responsibilities in my organisation."

Todor Chilov

State Expert, Monitoring Sector

Monitoring and Finance Department, Ministry of Economy
Bulgaria

What the workshop will cover

During the two weeks you will explore:

- How to identify the scope and objectives of projects and programmes and ensure that there is a clearly defined link to strategic and organisational goals
- The concepts of project appraisal, finance and costing and other factors that need to be evaluated when deciding whether a project should receive priority
- How to identify, analyse and engage with a range of project and programme stakeholders
- How to apply effective methods of project planning, scheduling and control
- How to identify and track project and programme benefits and risks
- The challenges of effective team management in a project environment
- The end-to-end process of project and programme risk management within a practical risk management framework
- Risk management best practice based on well-established and proven procedures and practical hints and tips
- How to manage risk at all levels within projects and programmes
- Approaches to disaster recovery and business continuity
- How to identify good counter-measures and contingencies
- The basics of advanced risk management tools and techniques
- The current language of risk and risk management
- How to control risk and confidently present risk management information
- Aspects of social and reputational risk.

The workshop has been designed to be flexible so that it can be adjusted wherever practicable to your particular requirements. Workshop notes, presentations and a range of different materials will be provided on an Android tablet for you to use during the workshop and for future reference and follow up. You will be invited to give an informal presentation on how project and programme management are practised in your home country.

Programme outline

Week 1	AM	PM
Day 1	Welcome and introductions The programme and project environment	Project and programme methodologies
Day 2	Linking policy to project outcomes	Starting a project successfully
Day 3	Planning techniques	<i>Visit to a Government Agency</i> <ul style="list-style-type: none"> • Approaches to justifying projects • The importance of risk management
Day 4	Practical planning exercise including critical path analysis and estimating	Monitoring and controlling projects
Day 5	Stakeholder engagement and leading project teams	Review, feedback and scope for follow-up Presentation of certificates of attendance
Week 2	AM	PM
Day 1	Welcome and introductions Introduction to project risk management	Sources of project failure and the importance of understanding common causes of failure
Day 2	Identifying your project's risks	Risk assessment
Day 3	Managing your risks	Risk management in a large change project - a practical perspective
Day 4	Disaster recovery and business continuity in relation to managing projects	Managing social and reputational risks
Day 5	Risk management software	Review, feedback and scope for follow-up Presentation of certificates of attendance

We reserve the right to change the programme as necessary.

Language

The workshop is conducted in English. You will need to have a good working knowledge of the language.

Location and arrival arrangements

The workshop is based in central London. We can arrange travel to and from one of the London airports into central London if you let us have your flight arrival details in good time. The cost of airport transfers is included in the workshop fee.

Fees

The fee for the workshop will be £3,920. The fee for attending just Week One is £2,145 and for just Week Two £2,140. It includes tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme¹, presentation material and other documentation. It also includes an Android tablet for you to use during the workshop and take home with you. We also provide a light lunch and refreshments during each working day as part of the fee.

Other costs

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £160 per day for a modest standard of hotel (for example, three-star), local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are “employed by the government in furtherance of its sovereign activities.” In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

Ways to pay

You, or your government agency, can pay by bank transfer or by cheque, made payable to Public Administration International. We accept payment by credit or debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 21 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

Additional discounts may be available. Please contact us if you would like to discuss options.

Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation.

Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty but our normal terms and conditions apply. Also, it is possible to transfer to a future workshop but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

Please see our website for our full terms and conditions. If you would prefer a hard copy of our full terms and conditions, please let us know.

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

¹Travel to and from the airport in London and on scheduled visits in the programme are provided at cost.

Workshop Director

The Workshop Director will be Stuart Wilson. Stuart has over 25 years of experience of managing a variety of projects and programmes which include: IT; business change and construction projects. His main areas of expertise are project planning and control, project leadership, project risk management and strategic planning.

Who we are

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice in delivering public services. This workshop is one of a number of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

How to apply

Please complete the PAI application form and post, fax or email it to Clare Walters, Programme Manager, at the address on the bottom of the page.

You can also apply online via our website www.public-admin.co.uk

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director.

We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

Where we are



Public Administration International

56 Russell Square London WC1B 4HP UK

T: + 44 (0) 20 7580 3590 F: + 44 (0)20 7580 4746 E: pai@public-admin.co.uk