


## Project Management Good Practice Executive Briefing

**Description:** The *Project Management Good Practice* Briefing is a half-day presentation designed to give delegates an appreciation of how projects should be conducted, from the time of their being mooted and business requirements being defined, to roll-out and post-completion analysis. The Briefing takes a pragmatic, results-oriented approach, considering business influences on the project, the vital aspects of ownership and stakeholders, objectives defined in advance, project planning and resources. Also prioritised are project control - including such topics as risk analysis and quality management - as well as prominent project methodologies and standard approaches. The Briefing aims to highlight not alone good practice but also common reasons for project failure and measures that can be adopted to improve the chances of successful delivery to budget.



**Audience:** This Briefing is suitable for IT Managers, Directors and IT project managers who need a fresh insight into best-practice project-management as well as practical ways of effectively planning project activities and resources with a view to minimising incidence of failure and late delivery.

**Duration:** *Half Day*

**Objectives:** On completion of this Briefing, delegates will:

- ✧ Have reinforced their understanding of the vital linkage between the project's conception and the business that originated the project, as well as the critical importance of stakeholders and the sense in the business of project ownership.
- ✧ Be better aware of the importance of realistic definition of achievable objects, and how this is achieved.
- ✧ Know more about how estimate and measure project scope accurately.
- ✧ Have enhanced insight into resource estimation and management for single and multiple projects.
- ✧ Be aware of best-practice techniques for controlling projects.
- ✧ Have surveyed current best-practice methodologies and products directed at successful delivery.

# Project Management Good Practice

## Executive Briefing

### **Content: Projects and the Business.**

Projects, Programmes and Management.  
Differentiating success from glorious failure.  
Stakeholders and Business influences.  
The objective, the objective, the objective.

### **Planning the Project.**

Project Scope - the Work Breakdown Structure.  
Guessing a.k.a. estimating.  
Scheduling the project, the Critical Path.  
Contingency, your life-saver.

### **Project Resources.**

The Project Manager, what do they do, what skills required?  
The team versus the individual.  
Scheduling resources and handling variances.

### **Controlling the Project.**

What is going on? - minimum requirements for control.  
Communicating the status, Earned Value Analysis.  
Managing Quality.  
Managing Risk.  
Managing Change – the Achilles Heel.

### **Project Methodologies and Processes.**

PMI – the Project Management Book of Knowledge.  
Prince 2.  
Extreme Programming.  
The Programme Office.

### **Project Management Tools**

The Desktop.  
The Enterprise.

### **Close.**



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