

Project Management for Non-project Managers – Goal Focused Project Delivery

Overview

This is an introductory level course that will give delegates an understanding of some core project management skills. The course is aimed at individuals who need to learn a simple project management approach for managing small to medium projects or tasks.

- Are you involved with implementing changes/initiatives within your business?
- Are you involved with a large task that will span several months or more?
- Do you need to collaborate with people internal or external to achieve a business objective?

If you answer yes to one or more of these questions, or face a similar situation in your role, this course will be beneficial to you. You will learn about the Goal Focused Project Delivery (GFPD) approach and how it can be used to improve project success through the use of a few simple techniques, templates and a small documentation set. GFPD can be used either as a stand-alone approach or in conjunction with methods such as PRINCE2®, the APM, and PMI PMBoK®. It is a highly interactive and collaborative approach, ensuring engagement of the sponsor, project manager and the project team.

What is GFPD?

Goal Focused Project Delivery is a project management approach which has its strength in its straight forward and clear framework. Based on the Goal Directed Project Management (GDPM) which is a pragmatic, light-touch, non-bureaucratic and people based approach originally introduced in the 1980s by a group of project management consultants. GFPD focuses on the project end goal identifying what outcomes (not deliverables) are required rather than getting immersed in the detailed activities of how they will be achieved. It is a well tried and cost effective approach without the need for expensive systems, licences, qualifications, accreditation or extensive learning.

Is it right for me?

Suitable for individuals at any level who:

- Have to deliver a project and neither need or have any formal project management training
- Are looking to adopt a simple project approach to managing your workload
- Deliver initiatives as part of their role and want to take a more project focused approach

What will I learn?

By the end of this course you will be able to:

- Start with the end in mind – understand end result (the goals to be achieved)
- Understand the stakeholders who could be positively or negatively affected
- Identify who is responsible for what elements of the delivery, by focussing on working

collaboratively

- Focus on the delivery of the goal that is fit for purpose, using milestone planning
- Manage the risks and assign mitigating actions
- Control a project and handle requests for change
- Employ a small set documentation
- Close down the project and extract any relevant lessons to be learned
- The pitfalls and top tips

Course Structure

The principle of this approach is to focus on the results – the goal. The workshop is based on a case study and will cover:

Definition - What is Needed?

- The definition of the goal(s) and scope to be achieved?
- Identify what success will look like, based on the business need
- Who will be responsible for what elements using responsibility chart

Plan the Delivery

- The creation of a milestone plan and understanding the links between them – breaking the delivery into key chunks of work
- Assigning a time line to the milestone plan
- Carryout stakeholder analysis as to who could be positively or negatively affected
- Engaging with the stakeholders to support effective communication
- Assigning responsibilities for the delivery of the milestones to promote collaborative working
- Understanding any the level of quality and the risks that could affect the delivery of the milestones/goals
- Understand how any changes will be handled
- Set up the required documentation

Controlling

- Facilitate collaborative working
- Use an exception based approach to monitor and take corrective action to reduce risk of missing the milestones
- Handle any changes that occur

Closing

- Demonstrate that the goals have been met and accepted to quality
- Capture any lessons that could be shared and support the future.