

ADVANCED PROJECT PLANNING & EXECUTION

How to complete projects accurately,
on time, and on budget.

COURSE CONTENT

Are your projects slipping from your control? Have some turned into nightmare? If so you are not alone! It's your job to keep projects on time and on budget—but this is a task that is much easier said than done. Is your desk cluttered? Are there constant demands on your time from every direction? Is your team less dependable than they used to be? Is the constant stress harming your personal effectiveness?

Great projects aren't born; they are engineered from the ground up. Project management skills must be learned. If you are struggling in your role as a project manager, it is not because you are unfit for the job. In fact, it's probably not about you. You simply need better tools and clearer distinctions to apply them in the ever changing and demanding world of project management.

In this programme, Benson & Company will assist you to identify the principles and practices that you need to complete projects successfully—on time, and on budget. This program will help you if you are responsible for overseeing projects, large or small (even if project management is only a part of your job description, the skills you learn will be invaluable); you're new to the world of project management and need formal training in order to excel; or, you are an experienced project manager looking to sharpen your skills.

Just Some of the Key Elements:

- **Learn to define a successful project.** Is the key to a successful project just execution? Is it planning? The essential first step to effective and successful project management is establishing the true objectives of the project.
- **Learn to define your specific objectives** and identify any constraints and challenges that must be accounted for. How do you clearly communicate goals and objectives in order to

keep your team on the same page? The ability to clearly define will give you the ability to accurately assess each project and communicate it before you even begin detailed planning.

- **Learn to create a measurable and realistic plan.** Next, we will tackle the all-important function of creating an effective project plan. Most people struggle; particularly with a large-scope project where the details can be overwhelming.
- **Learn how to break each project down into manageable stages.** You will identify planning tools that ensure proper prioritisation and avoid bottlenecks. Learn how to evaluate your resources to determine whether or not you will require additional support.
- **Learn to execute.** With your understanding of defining the scope of your project and creating a realistic plan, the next step is execution. You know the best-laid plans are meaningless if you and your team can't execute them properly.
- **Keep your project flowing smoothly.** Learn to identify potential problems before they occur. You will have guidelines for rapid decision-making and prioritisation which will enable you to avoid unnecessary delays. You will use important, but little-understood principles of communication which allow you to keep your team on the same page.
- **Learn to use the proven tools of Project Management creatively.** Do you know the standard project management tools? Does the terminology cause confusion? Learn them as an invaluable part of progressing your project plan.
- **Learn to evaluate progress.** Many less successful project managers think execution is the final stage of the management process. That is not even true when every single element of the project goes exactly according to plan, schedule, and budget (does this ever happen for you?) That's why it is essential that

Whether you are a full-time project manager or just a part of your job description, the skills you will learn in this program will improve the way in which you manage people and tasks. Whether you are an experienced project manager looking to sharpen your skills or new to the world of project management, you will find that this fast-paced program will present the essential elements of project management clearly and powerfully.



THE BEST PRINCIPLES OF Project Planning and Execution in Action

CONTENT CONTINUED...

you learn to monitor progress so that you are able to make valuable and required adjustments.

- **Learn the fundamental skills and formulas that allow you to document progress.** Including important variables such as time spent and resources consumed. Learn how to analyse the whole project so that the next one is even better
- **Learn to make the adjustments that are necessary to keep your project on schedule and under budget.** Having evaluated your progress and identify potential problems; learn how to
- **make the adjustments that are necessary in order to get back on track.**
- **Know how to build flexibility into project timelines,** allowing you to manage unexpected problems and delays without compromising your overall schedule. Learn the principles of sound decision making which give you the ability to make important decisions quickly and accurately. Understand and manipulate the critical pathways within a project.
- **And Much, Much More...**

If the stress of managing projects has taken a toll on you, if you are tired of your projects facing delays and cost increases, if you are tired of communication breakdowns... this programme is for you. You'll learn the secrets you need to become a world-class project manager, and the days of scheduling delays and cost overruns will be behind you forever!

"The best thing about the course was the energetic pace of delivery [the trainer] was enthusiastic and delivered to the group's needs" **Barclays Bank**

"Great presentation skills and enthusiasm for the subject and the delivery by the tutor. Some aspects and concepts provoked ideas to use back in-store on a practical level" **ASDA**

"Enjoyed and benefitted from the whole day. The trainer made the sessions informative and interesting and I gained a lot from the short group discussions" **Accord Housing**

Our consultants and trainers are extremely experienced and talented professionals. We can create a program covering other topic areas that you may want to explore. Please contact us at info@bensonandcompany.net for more information about any of these or the following:

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| <input type="checkbox"/> Time Management | <input type="checkbox"/> Project Management | <input type="checkbox"/> Communication Skills |
| <input type="checkbox"/> Dealing with Difficult People | <input type="checkbox"/> Stress Management | <input type="checkbox"/> Presentation Skills |
| <input type="checkbox"/> Leadership Skills | <input type="checkbox"/> Supervisory Skills | <input type="checkbox"/> Personal Assertiveness |
| <input type="checkbox"/> Team Building | <input type="checkbox"/> Customer Service | |

If you would like additional information on Benson & Company Key-note and Business Speaking services, call or email us at the address below.



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