



Project Management Training for Senior Managers

There has been a huge drive to train project managers and project team members. There is however one area where project management training is needed but is not very well supported. This training at a senior management level for all those engaged in project management.

Senior managers take on the important role of project sponsor, sit on project boards and still have their senior management responsibilities. They set the strategy for the business and that strategy is delivered by projects. Success of the strategy is so strongly linked to project management that senior managers have to be effective in all their project management dealings.

But, how can we expect them to deliver effectively in their role if they have not been trained in it? This document aims at rectifying this aspect.

So, what can Project Agency do to help?

We can run a series of events for senior managers and these can be tailored to fit any needs your organisation may have. Have a look at the workshops listed and do get in touch to discuss how we could help you and your organisation and your senior managers.

Workshop for project sponsors*

This is a half day workshop for project sponsors. The workshop focuses on their role in the project management process, identifying what project success looks like and why it is so hard to deliver it. Having a project office and setting project priorities are covered alongside appointing of an effective project manager and creating a project governance process that matches the organisations



The workshop is highly interactive and involves some pre – reading.

Project Sponsors leave very clear about the important role they play in the overall project management process.

What is a sponsor? We see the sponsor as:

** A person who commissions (asks, tells, informs, discusses) others to do the project. They select and brief the project manager, agreeing on levels of authority and resources needed. They agree and sign off the business case as well as the project definition form.*

They actively review progress of the project with the project manager and liaise with the customer to ensure that quality standards are being met. The sponsor does not directly manage the project; they make it happen through others. The sponsor champions [markets, sells] the project internally and externally as required. The sponsor is an individual, not an organisation!

Workshop for Project Board Members

This workshop focuses on ensuring the project board are effective in the project management process. Projects are often complex and require a project management structure that ensures it is delivered on time, with the right results and delivers the agreed benefits.



This workshop will cover a range of aspects including:

- the role and responsibilities of the board in the creation and authorisation of the project and throughout the life of the project
- project governance – what it means and what role the board has in ensuring it happens
- the paper trail – ensuring that the board has the right amount of paperwork to enable it to make decisions
- the key behaviours board members should play
- saying no and its implications

The workshop will be highly interactive and board members will leave the session knowing exactly what is required of them.

We can also work with a group of senior managers who will soon be forming a new project board.

Project Board – Observation, Recommendation, Action



Sometimes a project board has been in existence for some time. Maybe there is a need to look at how effective it is performing.

We will come along and observe a board meeting in action, talk to members pre and post meeting as well as project team members and project manager(s) and read appropriate documentation.

We will then prepare a brief report for the board to consider. This report will focus on the observations we have made alongside the feedback from other key stakeholders. If it is appropriate, we will make recommendations and help the board to deliver these against a specific timetables plan.

Coaching

There maybe one person who needs some support. Maybe it is their first time on a project board or maybe they need some reassurance about their role.

We can work with this person one to one. This does not always need to be face to face; it can be via the 'phone or web links. This work is done to fit with the diary of the person needing the coaching.



Agreeing the Project Management Strategy



You may need some help and support in agreeing the overall project management strategy. Project Agency can help you to decide and agree a plan to ensure it is delivered effectively.

Any strategy will involve change and we will work with you to ensure that change management is included in any strategy work.

If you do not see what you want then call us on 020 8446 7766.

What next? Tell us about your needs:

By email	events@projectagency.com
By telephone:	+44(0) 208 446 7766
Skype	ron.rosenhead1
By post:	Project Agency Stanway House 22 Mayfield Avenue London N12 9JA

We look forward to hearing from you

Project Agency - helping organisations deliver projects on time, to budget and with the right results