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Course Outline - Planning for Success

Duration: 4 hours
Made up of 4 one hour sessions
Delegates: Up to 12
No prior knowledge needed
Course material supplied for each delegate
Location: Conference style seating
Projector for use with trainer's laptop

Course Objective

To equip the delegate with the knowledge and tools to successfully plan and execute a business related project.

Overview

Whether you are planning the launch of your new business or the next big step in the growth of your existing business, **Planning for Success** will give you the tools to help you feel confident and in control. This workshop will give you an introduction to project management principals and provide a framework and process to follow to help ensure that your project completes on time and achieves all of its objectives.

This workshop contains presentations, discussion and exercises.

Session 1 – Understanding the Basics

- Project Management terms
- Defining a project

Session 2 – Starting to Plan

- Brainstorming – setting the project boundaries
- Breaking the project down into tasks
- Understanding the “Work Breakdown Structure”

Session 3 – Scheduling the Project

- Dependencies – linking tasks together
- Resources – who and what do you need?
- Timescales – fitting it all together.

Session 4 – Implementing the Plan

- Tracking progress
- When you need to rework the plan
- Finishing, recording and celebrating success!

Visualise...Optimise... Maximise