Project Management

Overview

This two day event provides staff with the key skills to be able to run projects within the College using Birkbeck documentation and systems.

Who is this course for?

The course has been developed for those staff who have responsibility for running substantial projects within the College. There is a separate course for staff who are part of a project team, but are not Project Managers.

Learning Outcomes

By the end of the event you will be able to:

- Describe what a project is; what it can and cannot achieve; and when to use appropriate project management techniques
- Identify the different stages of a project
- Effectively use Birkbeck documents to develop Project Initiation Documents and Plans
- Effectively communicate project plans to the College, stakeholders and project team members
- Identify and manage risk within a project
- Estimate the cost and time of delivering projects
- Identify and establish clear roles and responsibilities of project team members
- Maximise the contribution, commitment and motivation of project team members by using allocating, delegation and empowering skills
- To manage the project
- Recognise the importance or preparing, running and participating in project meetings
- Achieve results without management authority
- Positively challenge procedures and processes
- Build constructive relationships with team members and stakeholders
- Quick decision-making using the correct levels of authority
- Describe why projects fail