

# Successful Project Delivery



Two-week professional development workshop  
8 to 19 June 2020, in London  
7 to 18 December 2020, in London

Week one: Practical project planning and control  
Week two: Risk management techniques in action



BRITISH ACCREDITATION COUNCIL  
ACCREDITED SHORT COURSE PROVIDER

PAi is accredited by the  
British Accreditation Council  
for Independent Further and Higher Education

### About the workshop

Successful projects rely on two major disciplines: effective planning and control and systematic risk management. This workshop is designed to equip you with knowledge and skills to undertake these vital management tasks.

Both weeks of the workshop have distinctive sub-themes:

Week one: Practical project planning and control  
Week two: Risk management techniques in action

Although this is a two-week programme, it will be possible for you to attend just one of the two weeks. Please see below the detailed descriptions for each week.

Week one of the workshop will boost your skills by equipping you with the effective strategies, practical tools and techniques to identify, develop, plan, control and implement programmes and projects which are aligned to the objectives of your organisation. You will also benefit from extensive practical hands-on-experience.

Week two of the workshop will cover real-world tools and techniques to identify, prioritise and manage the risks to your organisation's programmes and projects. You will also benefit from wide-ranging applied experience of the tools and techniques.

Our Workshop Director will help you to analyse these risks and to explore potential solutions and mitigation factors. The core of week two of the workshop is based on the UK Government's approach *Management of Risk*, giving you a firm foundation on which to implement risk management within your organisation.

The workshop is delivered by practising project management professionals with experience in many sectors and countries. It includes relevant site visits.

### Who is it for?

The workshop is designed for both project and non-project management staff at all levels who are or will be involved in the delivery of projects and programmes and who need to gain in-depth knowledge and practical skills and techniques to ensure project success and to develop robust risk management plans to maximise the chances of success.

### How participants will benefit

The workshop will enable you to:

- Increase your capabilities to define, appraise, plan, implement and control programmes and projects to deliver strategic benefits to your organisation
- Effectively supervise, monitor and evaluate a range of programmes and projects
- Avoid the common causes of project failure by applying best practice in project and programme management
- Develop an excellent basis of knowledge and skills to advance to professional project and programme qualifications such as PRINCE2® and PMI
- Establish the basis for cascading risk management through your organisation
- Improve the effectiveness of risk management processes to help assess programmes and minimise risk
- Contribute to the achievement of desired development goals and ensure 'early warning' and other strategies for preventing failure.

### What the workshop will cover

During the two weeks you will explore:

- The scoping and objective setting of projects and programmes to ensure a clearly defined link to strategic and organisational goals
- Effective project governance
- Different approaches to project management, including Agile projects
- The concepts of project appraisal, finance and costing and other factors that need to be evaluated when deciding whether a project should receive priority
- How to apply effective methods of project planning, scheduling and control
- How to identify and track project and programme benefits using visual mapping techniques
- Effective team management in a project environment
- The end-to-end process of project and programme risk management within a practical risk management framework
- Risk management best practice based on well-established and proven procedures and practical hints and tips
- Approaches to disaster recovery and business continuity
- How to identify effective counter-measures and contingencies
- How to prioritise risks
- How to control risk and confidently present risk management information
- Aspects of social and reputational risk
- How to embed and review management of risk in your organisation.

The workshop has been designed to be flexible so that it can be adjusted wherever practicable to your particular requirements.

You will be invited to give an informal presentation on how project and programme management are practised in your home country.

*"I would like to thank the organisers and lecturers for the highly professional training, managed in a friendly way. It was very useful, especially the approach which has focused on real examples and interactive training delivery."*

Marinela Kreso Zelic

Head of Department for Evaluation of EU Funded Projects  
Ministry of Science and Education  
Croatia

### Programme outline: Practical project planning and control

Week 1	AM	PM
Day 1	Welcome and introductions The programme and project environment <ul style="list-style-type: none"> <li>• Definitions and terminology</li> <li>• Project life cycles</li> <li>• Types of projects</li> </ul>	Project and programme methodologies <ul style="list-style-type: none"> <li>• PRINCE 2</li> <li>• Managing successful programmes</li> <li>• PMI</li> <li>• Agile project management</li> </ul>
Day 2	Linking policy to project outcomes <ul style="list-style-type: none"> <li>• Aligning policy and project objectives</li> <li>• Outcome relationship mapping</li> <li>• Overview of benefits management</li> </ul>	Starting a project successfully <ul style="list-style-type: none"> <li>• Business cases</li> <li>• Financial appraisal</li> </ul>
Day 3	Project techniques <ul style="list-style-type: none"> <li>• Planning the sequence of delivery</li> <li>• Product flow diagrams</li> </ul>	<i>Visit to a Government Agency</i> <ul style="list-style-type: none"> <li>• Approaches to justifying projects</li> <li>• The importance of risk management</li> </ul>
Day 4	Practical planning exercise including critical path analysis and estimating	Monitoring and controlling projects <ul style="list-style-type: none"> <li>• Information needs</li> <li>• Knowing when to stop a project</li> </ul>
Day 5	Stakeholder engagement and leading project teams <ul style="list-style-type: none"> <li>• Identifying and influencing key stakeholders</li> <li>• Communication with stakeholders</li> <li>• Project team roles</li> </ul>	Review, feedback and scope for follow-up Presentation of certificates of attendance

### Programme outline: Risk management techniques in action

Week 2	AM	PM
Day 1	Welcome and introductions Introduction to project risk management <ul style="list-style-type: none"> <li>• Risk and uncertainty</li> <li>• Risk management processes</li> <li>• Risk management case study</li> </ul>	Sources of project failure and the importance of understanding common causes of failure to prevent them affecting your project
Day 2	Identifying your project's risks <ul style="list-style-type: none"> <li>• The UN Conference case study</li> <li>• Common methods to support the identification of risks</li> </ul>	Risk assessment <ul style="list-style-type: none"> <li>• The importance of assessing risks</li> <li>• Likelihood of risk</li> <li>• Risk impact</li> </ul>
Day 3	Managing your risks <ul style="list-style-type: none"> <li>• Management options</li> <li>• Counter-measures</li> <li>• Monitoring risks</li> </ul>	<i>Visit to meet practitioners to discuss approaches to risk management</i>
Day 4	How risk management relates to monitoring and evaluation Managing social and reputational risks	Embedding risk management in an organisation
Day 5	Overview of risk management software <ul style="list-style-type: none"> <li>• Benefits of using software</li> <li>• Monte Carlo simulation to support risk management</li> <li>• Example package</li> </ul>	Review, feedback and scope for follow-up Presentation of certificates of attendance

We reserve the right to change the programme as necessary.

### Workshop Director

The Workshop Director will be Stuart Wilson. Stuart has over 25 years of experience of managing a variety of projects and programmes which include: IT, business change and construction projects. His main areas of expertise are project planning and control, project leadership, project risk management and strategic planning.

### How to apply

Please complete the PAI application form online via our website: <https://public-admin.co.uk/booking-form/>

You can also complete our hard copy application form. Please contact us at [pai@public-admin.co.uk](mailto:pai@public-admin.co.uk) to obtain a copy. Once completed return to Amanda Anderson, Programme Manager, at the same email address.

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director.

We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

### Language

The workshop is conducted in English. You will need to have a good working knowledge of the language.

### Location and arrival arrangements

The workshop is based in central London. We can arrange travel to and from one of the London airports into central London if you let us have your flight arrival details in good time. The cost of airport transfers is included in the workshop fee.

### Fees

The fee for the full two week workshop will be £3,935. The fee for attending just one week is £2,175. It includes tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme<sup>1</sup>, presentation material and other documentation. It also includes a sim enabled Android tablet for you to use during the workshop and take home with you for future reference and follow up. We also provide a light lunch and refreshments during each working day as part of the fee.

### Other costs

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £160 per day for a modest standard of hotel) for example, three-star, local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

### Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are "employed by the government in furtherance of its sovereign activities." In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

### Ways to pay

You, or your government agency, can pay by bank transfer or by cheque, made payable to Public Administration International. We accept payment by credit or debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

### Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 28 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

### Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation. For cancellations received up to 29 days before the start of the workshop we will refund the tuition fee, minus a charge of £200 to cover our administration costs. For cancellations received within 28 days of the start of the workshop, we will charge the full tuition fee. If you have paid the tuition fee and have subsequently been refused a visa to enter the UK, we will refund the tuition fee, minus a charge of £200 to cover our administration costs, providing you send us the original letter from the British High Commission/Embassy confirming refusal of a visa and providing you have not entered the UK.

### Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty but our normal terms and conditions apply. Also, it is possible to transfer to a future workshop but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

*Please see our website for our full terms and conditions. If you would prefer a hard copy of our full terms and conditions, please let us know.*

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

### Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

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<sup>1</sup>Travel to and from the airport in London and on scheduled visits in the programme are provided at cost.

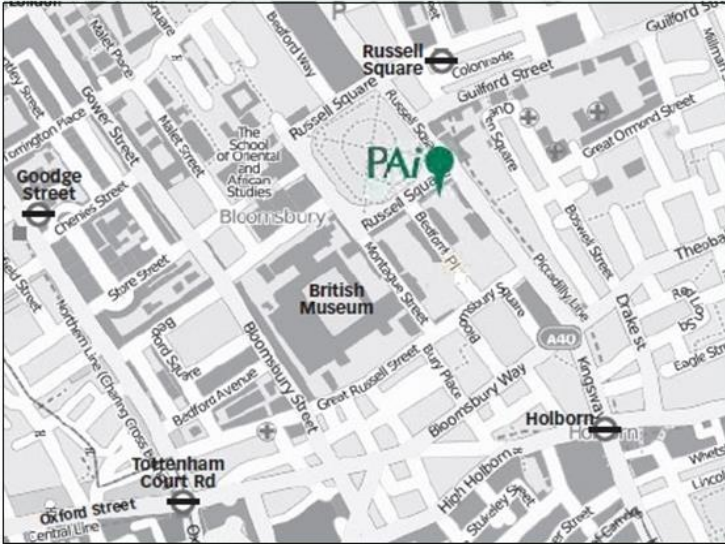
## Who we are

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice in delivering public services. This workshop is one of a number of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

## Where we are



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