

Programme Management Duration: 1 day Price: £270 + vat	Sometimes the work needed to achieve a key organisational objective will be far greater than can be easily organised & carried out in a single project. As a result the organisation will undertake a programme that consists of a number of inter-related projects. Programme management is the co-ordinated management of a portfolio of projects to achieve a set of objectives. Programme management provides the framework for implementing business strategies and initiatives and for managing a number of multiple projects. This one-day workshop trains you in the process, methods and skills required to manage a programme, and to deliver the expected benefits from the programme.
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Course Objectives:

Upon completion of this course, delegates will:

- Be able to differentiate between projects and programmes, and to be able to identify a programme
- Understand the benefits of the programme approach
- Be able to create a programme strategy, and establish and run a programme of projects
- Understand the roles & responsibilities necessary for effective programme delivery
- Develop the skills and understand how to use the methods to carry out programme level planning
- Learn how to develop risk management strategies at the programme level
- Understand how to create and use monitoring systems for effective programme control and managing the delivery of the benefits
- Learn how to develop and implement a communication plan for all stakeholders and the programme teams

Learning Methods

This is an interactive workshop, and the following learning methods will be used:

- Inputs
- Exercises – some of which will be based on situations in the delegates' work-based programmes
- Group activities and discussions
- Handouts

Who Should Attend

Those staff who manage a programme of projects.

Continued.....

Course Content:

Programme Management

- What are programmes and how they differ from projects
- Examples of different types of programmes
- A process and framework for managing a programme

Establishing & Defining The Programme

- Developing the vision statement of the programme and defining the business benefits
- The process and responsibilities of setting up the programme and objectives
- Constructing the programme framework

Setting Up The Programme Organisation And Roles

- Identifying the different programme roles and their responsibilities
- Typical programme organisational structure
- The purpose and responsibilities of a programme manager and the programme support office

Carrying Out Programme Level Planning

- The purpose of programme plans
- The elements of a programme plan with milestones and dependencies
- Inter-relationships between project-level plans and the programme plan
- Programme risk identification, assessment and management

Managing Resources

- Creating the programme resource plan
- Identifying and dealing with resource bottle necks using the critical chain approach
- Allocating from and managing the resource pool effectively

Monitoring & Controlling The Programme

- Systems for effective programme control and levels of delegated authority
- The programme level view of quality in the individual projects in the programme
- Realising and monitoring the benefits arising from the programme

Programme Close & Handover

- Closing the programme with handover and acceptance of the outcomes from the programme
- Measuring the value added and the benefits realised from the programme