

Helping you develop your business

Project Management Masterclass

How to run your project on time, on cost and on quality

What can it teach me?

Why do projects succeed, and why do they fail? How should they be defined before you start on them, and how should they be planned?

We all know that it's the way projects are set up and run that make the difference. Yet knowing is one thing. As the owner or manager of a small business, having the wherewithal to do something about it is quite different.

Which is where The Watershed can help.

The half-day The Watershed Project Management Masterclass can guide you through the whole process, from half-formed idea right through to learning the lessons produced by a successfully completed project

- You will find how to make certain that your project will most effectively address the issue that it was set up to resolve.
- You will learn about the critical role of a Project Manager — how to choose them and how they should work with a Project Champion with the power to give them the resources and back-up they need.
- You will discover how to break the project down into manageable tasks. How to identify and deal with everyone who has a "stakeholding" in what you are doing.

And all the time you will have the full resources of The Watershed at your disposal — plus the chance to meet and talk with other owner managers who, like you, are learning how to tackle projects for themselves.

The Masterclass Leader

The Masterclass will be presented by **Richard Hanage**, a Tutor at The Watershed

He joined Durham Business School some 12 years ago from ICI and has a wealth of experience within project management and he has helped many SMEs over the years.

Project Planning Checklist

- ✓ Is there an experienced Project Manager?
- ✓ Has he/she time to manage the project?
- ✓ Is there a Project Champion?
- ✓ Are the team committed to the project?
- ✓ Have the objectives and constraints been thoroughly probed, and agreed?
- ✓ Have all important stakeholders been involved?
- ✓ Has the project been broken down into manageable tasks?
- ✓ Are the time targets and cost budgets realistic?
- ✓ Has the sequence of tasks been carefully planned and double-checked?
- ✓ Will there be effective monitoring of time, costs and quality during implementation?
- ✓ Are there contingency plans?
- ✓ Have the lessons learned been passed on to others?

The next step

Enrolling to take part in this Masterclass is simple and straightforward — and you have three ways of contacting us.

- Email Andy@the-watershed.co.uk
- Telephone 0800 068 0897
- Return the enclosed faxback



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