



Module 7: Effective Project Management

Student resource

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Introduction

Processes for managing projects are essential in every business and organisation and there are many different approaches; sometimes the approach is specific to the business.

In completing this module you will:

- Be introduced to the idea of project management
- Understand the importance of effective project management in business
- · Understand some basic approaches to project management
- Start to use basic project management tools

Activity 1 (10 minutes)

Think of an example of a project you have been involved with.

Where possible, discuss the following:

- · What were the aims of the project?
- Did you break the project down?
- How did you make sure you kept the project on track?
- · Who was involved in the project?
- Did you face any challenges?
- · How did you go overcome those challenges?

Watch <u>The Project Management Process video</u> (① 2 minutes watch) and see if your discussion covered similar points.







Activity 2 (10 minutes)

Now you have some ideas about project management, consider, discuss (where possible) and summarise why each element listed in the table may be important when managing projects.

Provide a reason as to why these elements may be important when managing projects.

Setting clear goals and objectives
Planning – realistic schedule and deadlines
Identifying clear roles and responsibilities when working in a team
Effective communication
Considering challenges / risks
Applying problem solving techniques
Adapting to change
Monitoring progress and evaluate work
Learning from experience

Activity 3 (10 minutes)

Project Management requires a blend of different skills rather than being a skill on its own.

What key skills do you think project managers need to work effectively? Record your thoughts below.

Top 5 skills for effective project management.	
1.	
2.	
3.	
4.	
5.	

Use the <u>Project Manager job</u> profile from Prospects to compare the skills you identified above to the requirements of this job. Revisit the table above and add any reflections / additional skills you had not initially identified.







Activity 4 (20 minutes)

In order to understand how a project can be delivered, project managers often use a framework to plan out the project. The table below has already been partially completed. Complete the table to finish the plans and make a perfect cup of tea for a friend.

The project is seemingly straightforward and something that is done many times a day by households all over the world, but when you really look at the detail, you are starting to think like a project manager.

Project Name: To make a perfect cup of tea for a friend

Project steps to take or 'objectives'	Risks to consider	People involved (customers and Stakeholders)	Resources needed (including people)	Costs	Sign off responsibility	Success looks like
 Check what facilities, equipment and facilities are available 	Electrical equipment is tested and working	Kitchen owner	Person to make tea	Kettle Electricity Water	• Project Manager	All equipment is present in the kitchen
Ask your friend how they like their tea	Allergies to caffeine, milk etc.	Tea maker Friend	MilkTea bagsSugar		Project Manager	Full understanding of how the friend likes their tea
• Fill kettle with water	 Water is fresh, kettle lid opens to fill easily 			• No new costs	Project Manager	Kettle filled
• Boil water						

Sometimes projects may have been started by another person before a project manager becomes involved. It is therefore important for project managers to review what has already taken place in line with the intended outcomes of the plan. The plan had already been started, did you agree with the information, is there anything you would have done differently had you had responsibility from the start of the project?







Activity 5 (45 minutes)

As part of your work experience placement, you will be set a brief by your employer to develop solutions and responses to a workplace challenge (Module 8). You will present your solutions and / or findings to the employer at the end of your placement as part of your final presentation. If you have completed Module 2 (Formulating a travel plan) and Module 5 (Being an effective employee), your feedback and work from those modules will form part of your final presentation.

This activity will help you develop your own project management skills and demonstrate them to the employer through completing your workplace challenge effectively and managing your time to ensure deadlines are met.

Scenario

You are working in the role of Project Manager at your local library. Your manager has asked you to create a campaign to encourage more young people to access the library and use the resources.

You will be overseeing a small team working on this task made up of Janice from Marketing, Mohammad from the Data and Records department and Simon from Community Engagement.

You will need to jointly present your campaign to your manager by the end of the week (4 days time) for feedback.

Using the scenario above, complete the project planning process to help you identify next steps. Remember to maximise the strengths of each team member and consider what their job roles are when assigning tasks as project manager.



TOP TIP

You may wish to use this planning template and create a blank project timeline in preparation for starting your workplace challenge set by your employer in Module 8.

Project Tasks / Objectives	Potential challenges / risks	People & other stakeholders involved	Resources required (including people)	Costs	Team mem- ber respon- sible (Project manager, Janice, Mo- hammad, Simon)	Success looks like	Time required to complete task (hours)	Key Mile- stones / Deadlines





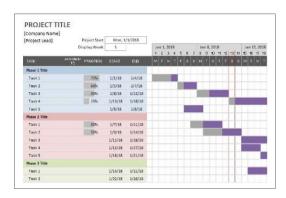
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Many project managers will use software or programmes such as Excel and Gannt Project Management etc, as a visual way of recording tasks, responsibilities and timelines in accordance with overall project deadlines.

Once you have identified your tasks, create a project timeline either by hand or using software such as Excel. If completing by hand, use the space below to draft your project timeline.





There are also free online management tools such as Gannt project (free), Trello etc.

Extension Activity

There are many different project management qualifications.

Spend some time exploring the different qualifications and opportunities for project managers to develop their skillset.

You may want to look at:

Project Manager jobs: What are the different management qualifications

Prospects: How to become a project manager

Become a project manager

Manage a project with digital tools

Future Learn: Project Management Principles

