Introductory Project Management Seminar

Executive Education at Muscat University

Introduction

Projects are gaining more and more importance in organisations. The value of capital projects undertaken worldwide will double in the period between 2015 and 2025 and organisations are increasingly recognising that it is beneficial for their business to manage change through projects.

As a consequence project managers need to be highly skilled and knowledgeable in order to address the challenges in their projects. The Introductory PM Seminar by Muscat University in cooperation with Liverpool Business School provides an opportunity to learn best-practice and research-informed tools and skills for effective project management. You will explore various components of the project management landscape, including project life cycle management, project management processes and project frameworks and methodologies

This includes finding effective solutions for your own real challenges by interacting with leading experts and your peers. And you will learn how to use effective management techniques to transform complex ideas into a structured and successful plan, and how to manage multi-disciplinary teams through a focus on behavioural aspects.

You can put the concepts you learn during the Introductory PM Semninar into action at work immediately.

Upon successful completion of this seminar you will receive a certificate from Muscat University and Liverpool Business School.

Teaching Staff

Dr Christine Unterhitzenberger is a Senior Lecturer in Project Management at Liverpool Business School and Programme Leader of the Doctorate of Business Administration (DBA). In this role she is responsible for the development, design and delivery of the programme.

She has taught on different under- and postgraduate programmes various project management modules as well as research methods. Currently she is the module leader for Project Management on the Master of Business Administration (MBA).

Her research is focused on relational and psycho-social aspects in projects and temporary multi organisations. She is particularly interested in how a better understanding and an increased awareness of psycho-social relationships can enhance the project performance. This includes topics such as organisational justice and dealing as well as coping with difficult stakeholders. She has recently successfully secured a funding in this area from the EU in the context of the Marie Sklodowska Curie Horizon 2020 Research and Innovation Staff Exchange (RISE) as well as from the Association for Project Management (APM) in the UK.

She is a reviewer for the International Journal of Operations and Production Management, the International Journal of Project Management, the Project Management Journal and Construction Management and Economics.

Prior to her academic career she has worked for almost ten years as a project manager in the construction industry. She was responsible for the project management of various large scale construction projects with a total value of more than £ 500 million. During her professional career she covered the whole life cycle of projects from the initial feasibility study to the final handover and implementation. Her clients were public bodies and private organisations.

If you would like to get in touch with Christine please contact her via email c.unterhitzenberger@ljmu.ac.uk to arrange a meeting or on +44 151 231 3672.

Key Benefits

Having followed the seminar, you should be able to:

- Understand how project management is done,
- Critically evaluate organisational approaches to project management,
- Analyse the concepts of stakeholders, success criteria and critical success factors in the context of projects,
- Critically evaluate methods for the management of the project life cycle,
- Investigate the strategic, tactical and operational context of projects and project management,
- Demonstrate competence and professionalism in the use of basic project management tools.

The seminar seeks to develop your understanding of the context of projects, and give you some specific skills in project management. The subject of project management is increasingly multi-disciplinary in nature and this module reflects this by providing you with an understanding of the technical, organisational, behavioural and systems issues of projects. As well as providing understanding of the design and delivery of projects, the seminar will introduce a number of tools and techniques for managing activities throughout the project life cycle.

The seminar will adopt an interactive approach, i.e. during the sessions group-work, discussions and case studies will be utilized to inform the learning.

Timetable Day 1

Wednesday, 7th February 2018

9.00 am – 10.30 am	**Introduction to project management**	Definition of a project; Why projects/PM?; Project Life Cycle; Project success factors and criteria; Trends and challenges in PM; etc.
10.30 am – 10.45 am	**Coffee Break**	
10.45 am – 12.15 pm	**Project environment and frameworks**	Organisational strategy; Projects/portfolios/programmes; Frameworks; Structures; etc.
12.15 pm – 1.00 pm	**Lunch Break**	
1.00 pm – 2.30 pm	**Project Definition and Planning (I)**	Initiation; Definition; Strategy; Scope management; Cost planning; Balancing cost and benefits; etc.
2.30 pm – 2.45 pm	**Coffee Break**	
2.45 pm – 4.15 pm	**Project Definition and Planning (II)**	Time planning; Resource planning; etc.
4.15 pm – 4.30 pm	**Coffee Break**	
4.15 pm – 5.00 pm	**The Project Manager**	Responsibilities; Essential skills; Qualifications, etc.

Timetable Day 2

Thursday, 8th February 2018

9.00 am – 10.30 am	**Project Management Methodologies**	PRINCE2; PMBOK; APM; etc.
10.30 am – 10.45 am	**Coffee Break**	
10.45 am – 12.15 pm	**Project Execution and Control**	Project organisation; Supply chain; Monitoring and control; etc.
12.15 pm – 1.00 pm	**Lunch Break**	
1.00 pm – 2.30 pm	**Project Completion and Evaluation**	Termination; Handover; Project Audit; Post-Project Review; etc
2.30 pm – 2.45 pm	**Coffee Break**	
2.45 pm – 4.15 pm	**Stakeholder Management**	Stakeholder identification; Stakeholder classification; Stakeholder engagement; etc.
4.15 pm – 4.30 pm	**Coffee Break**	
4.30 pm – 6.00 pm	**Project Management Approaches**	Lean, Agile, Waterfall, etc.

References/Reading List

Textbooks

It is not necessary to buy a book to study on this seminar. However, if you are interested to obtain a more in-depth understanding and follow up on some topics covered in the seminar, we would recommend the books listed below.

Coleman, S and Macnicol, D (2015) *Project Leadership* Gower, Surrey.

Fisher, R and Uri, W (2012) *Getting to Yes* Random House Business.

Holloway, J, Bryde, D and Joby, R (2015) *A Practical Guide to Dealing with Difficult Stakeholders* Gower, Surrey.

Maylor, H (2010) *Project Management* Pearson Education Ltd, Essex.

Meredith, J et al (2017) *Project Management in Practice* John Wiley & Sons, Hoboken.

Meredith, J and Mantel, S (2015) *Project Management – A Managerial Approach* John Wiley & Sons, Hoboken.

Portny, S (2013) *Project Management for Dummies* John Wiley & Sons, Hoboken.

Electronic Information Sources

The main dedicated project management journals in the field are The International Journal of Project Management (UK) and the Project Management Journal (US). Many other Business and Management journals, whilst not specifically devoted to the subject of project management, contain articles on project management-related topics. These articles can be found by undertaking key-word searches.

Be wary of information sources on the world wide web. Reliable information can be obtained from the web sites of the Association of Project Management (www.apm.org.uk), Project Management Institute (www.pmi.org). An information blog-style website is Project Management Forum at (www.pmforum.org).