

Project Management One Day Training Course

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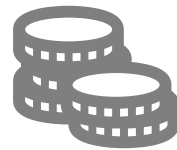
Background

A Lean Six Sigma Project analysed the current Project Management Training offer within the Council



Collaboration

- PMO in Major Projects had been developed to prioritise and deliver improvement
- PMO, Corporate Transformation Team and Learning and development collaborated



Analysing

- Number of staff attending training
- Training outcomes
- Training costs
- Return on investment



Evaluation

- A gap in project management skills
- Did not complete the exam
- Attended and failed the exam
- Have left the council
- Are not putting the Prince2 training into practice
- Found the course to intensive



Develop

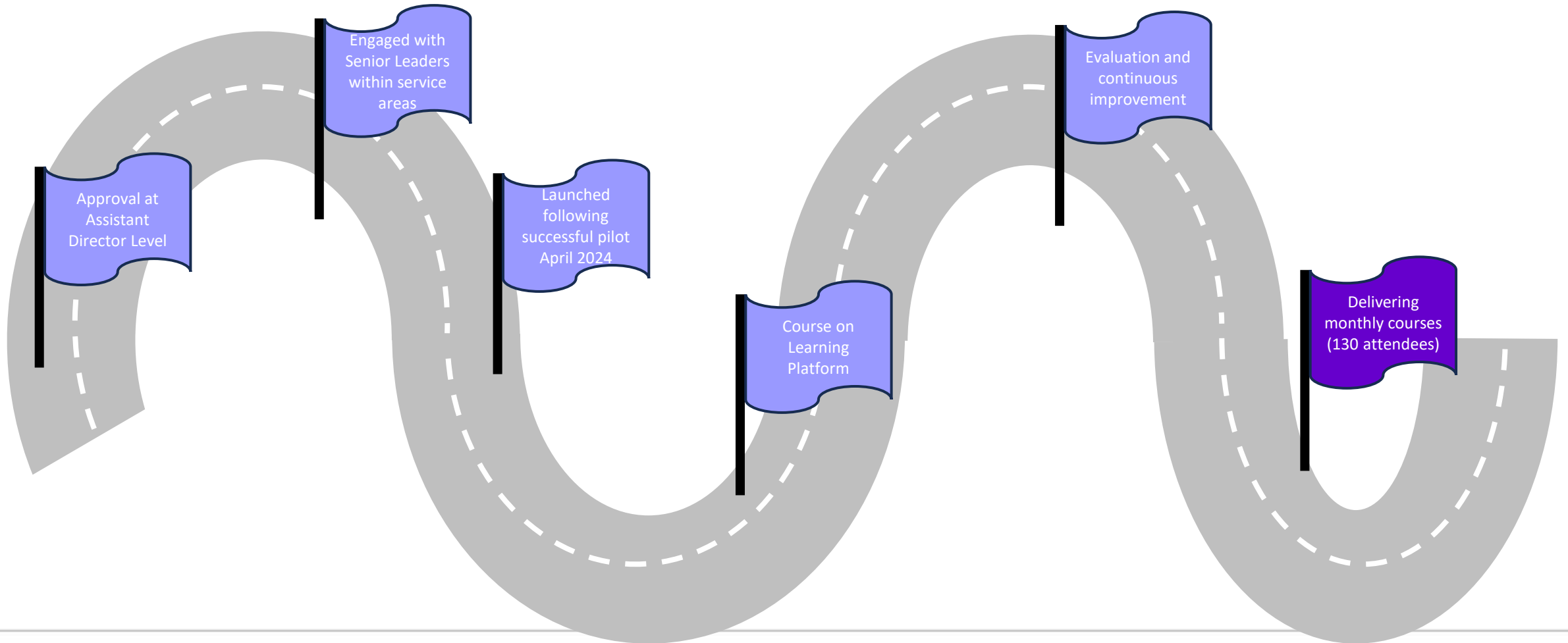
- Developed a one-day project management course
- Enhanced document tool-kit trailed and rolled-out in major projects
- Delivered a pilot course



Delivery

- The course was launched
- Tri-age process in place
- Forms part of the change management pathway

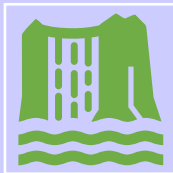
Launching



Overview



The One Day Project Management Course will form part of the Council's Project Management Framework – the overall aim of which is to deliver successful quality projects on time, to budget and in line with the Ambitions of the Community Plan.

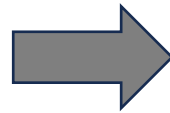


The methodology used in the course covers both waterfall and agile project management, although waterfall is the more suitable for projects with clearly defined outputs, outcomes and benefits and is aimed at both project managers and project support officers.



The course aims to provide project management skills throughout all service areas in the Council thereby achieving consistencies and efficiencies in ways of working.

To improve project management skills throughout all service areas within the Council achieving consistencies and efficiencies in ways of working with guides, templates and the sharing of best practices



Course Outline

What is a Project

What is Project Management

Overview of Project Methodologies

Project Management Process

- Project initiation
- Project governance
- Risk management
- Project planning
- Communication and engagement
- Full Business Case
- Project delivery
- Project closure

Post Training



Collaboration –
Teams Area



Document Tool
kit



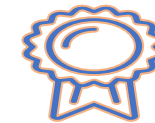
Build
relationships



Review and
issue
certification



Return on
investment



Success

Feedback

“Informative and easy to understand – **Toolkit is excellent** for myself the operation staff and those new to project management”



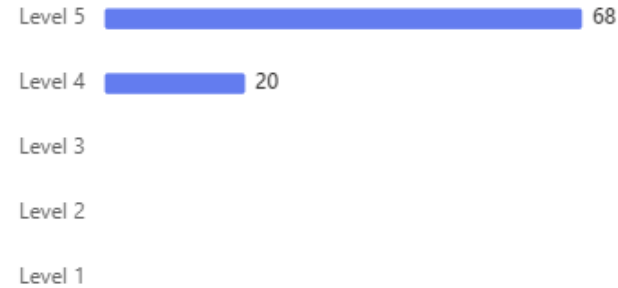
“Make mandatory for all HCC Projects Officers and Project Managers, the course is very **Hull City Council specific**”

“8 step process, the **training underpins the processes and governance** in Major Projects all Project Managers across the council would work more consistently if methodology followed”

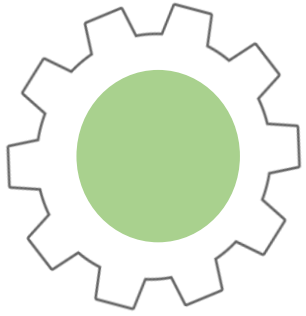
“The course was well delivered and clearly explained the processes involved in project Management duties in an **easy-to-follow process**”

4.77

Average Rating

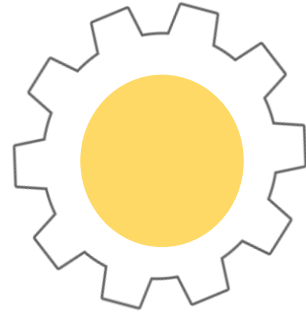


Continuous Improvement



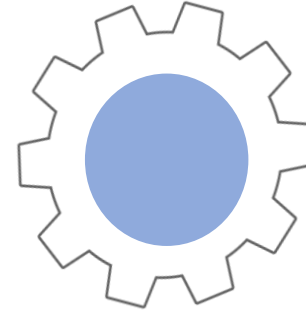
Reflection: Concentrated too much on Capital Projects

Amended to cover more details and examples of both Capital and Non-Capital projects



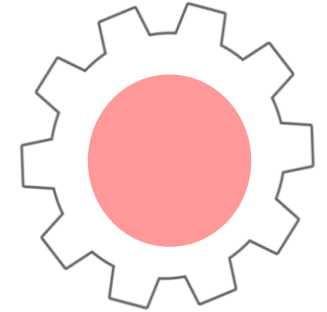
Feedback: Would be interesting to expand on agile

Course now includes more details on Agile methodology



Lessons Learnt: Need more trainers upskilled to deliver the course

Trained up members of our teams to deliver for contingency due to capacity and demand in day jobs



Barriers: reaching the breadth of the organisation

Engagement with directorates and further promotion of the course planning communications and podcast

Conclusion

Still on a journey...

The positive feedback and reviews from the One Day Project Management Course provide the rationale for it to be a quality alternative to an external course

The cost of attendance is an average of a day's salary (approx.£100) for an officer to attend compared to approx. £3,900 for an officer to attend a 5-day external course.

Demand is already high for the One Day sessions planned for March, April and May

The course has a high level of advocacy across many service areas and is gaining more traction as time goes by

Consistencies in documentation, processes and reporting are being embraced more widely across the authority with the opportunity to measure performance and the return on investment further as projects progress and are completed

As the end of this financial year ends the PMO Team will be measuring the impact of the course, robust risk management in place, effective reporting and an audit of project management documentation.

Discussion/ Q&A

