

## Project Management for the Education Sector

Are you involved in running a project? If you are preparing for a quality review, restructuring, refurbishing, planning a Personal Development Programme or selecting and implementing information systems, the answer is 'Yes'. These and many other activities we undertake as part of daily work can be handled more easily and effectively using a project framework.

Project Management for the Education Sector is a one-day workshop offered by the Regional Support Centre of the Joint Information Systems Committee (JISC) and delivered by JISC infoNet, the Centre of Expertise in the Planning and Implementation of Information Systems. JISC infoNet has developed a project methodology specifically tailored to the needs of the education sector which can be adapted for any size of project.

### Target Audience

The workshop will be an interactive day aiming to introduce delegates to a structured approach to Project Management. The day is aimed at senior managers and any other staff who need to manage projects in Further Education Colleges or Higher Education Institutions. The content will be flexible to enable the workshop to be matched to the needs of delegates. No prior knowledge is assumed although the event is suitable for staff with previous experience of projects as well as beginners.

### Topics and Issues

<b>Why Projects Fail</b>	Common pitfalls and problems with project management
<b>Methodology</b>	Structure, approach, good practice
<b>Project Start up</b>	Alignment with corporate strategy, defining, stakeholders, building teams, costing
<b>Project Planning</b>	Tools and techniques, risks and contingencies, people issues, culture
<b>Managing the Project</b>	Monitoring and review, reporting, re-planning, conflict management
<b>Controlling the Project</b>	Risk Management, Dealing with Issues, Handling Suggested Changes, The Project Controls Database
<b>Project Closure</b>	Post project review, learning and improvement, benefits analysis, handover