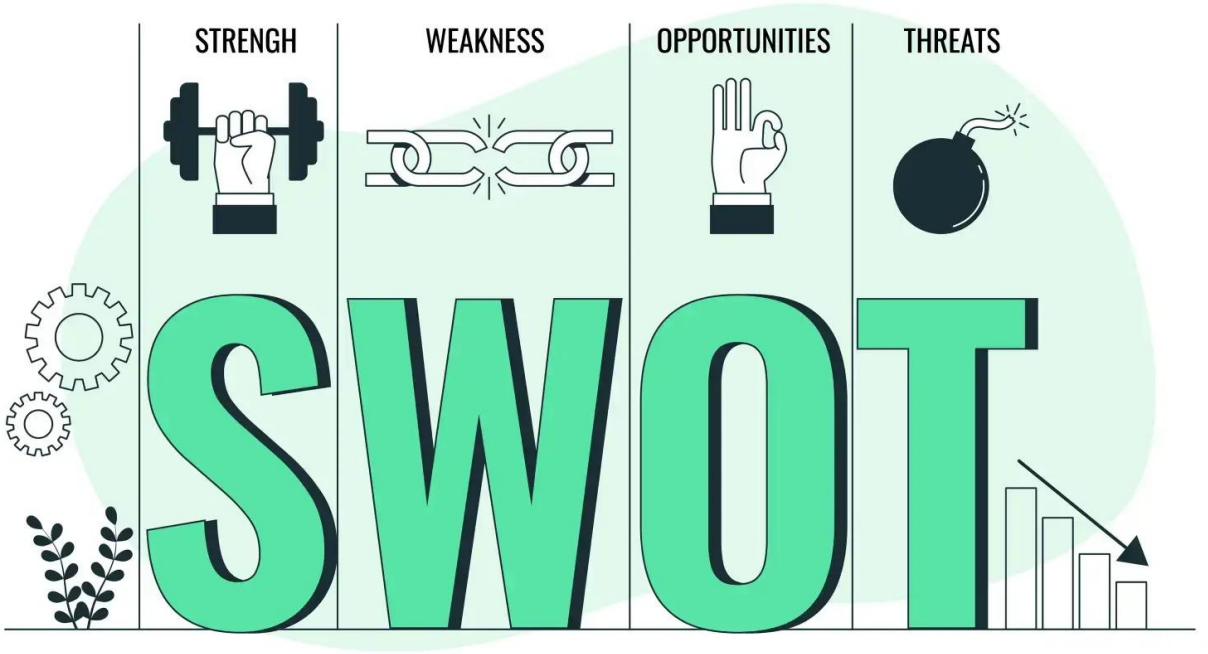


Department SWOT Analysis & Project Management Planning

Duration: 5 Days

Language: en

Course Code: MG2-170

Objective

Upon completion of this course, participants will be able to:

- Understand the vitality of SWOT analysis and project management planning within an organisation.
- Identify the advantages of conducting a SWOT analysis in project management planning and progress.
- Assess the consequences of lacking in or creating poor SWOT analysis within an organisation.

- Examine what information should be included in a SWOT analysis.
- Evaluate what considerations must be made during the project management planning process.
- Explain what external and internal factors may influence the project planning process and production.
- Effectively align all department values and goals through a SWOT analysis.

Audience

This course is designed for anyone responsible for project management who wishes to develop their understanding of effective planning. It would be most beneficial for:

- Operations Managers
- Headteachers
- Project Managers
- Financial Analysts
- Heads of Departments
- Planning Managers
- Resource Managers

Training Methodology

This course uses a variety of adult learning styles to aid full understanding and comprehension. Participants will review real-world examples of completed project plans and SWOT analyses to highlight key areas of success and how the plan could have been compromised.
They will engage in various learning methods to encourage full development and comprehension of the taught content and related skills. Participants will partake in presentations, group discussions, and individual and group activities. Working alongside one another will allow them to demonstrate the learned skills and receive and offer constructive feedback.

Summary

It is essential to effectively plan projects within any organisation that conducts them to

guarantee their success. Project management planning allows those involved to set the overall goals for the project, identify aims and objectives to help achieve them, and prepare for any potential threats and risks.
Project planning should be the first step in the project lifecycle. Project plans should detail the final goal and what steps must be taken to reach it. This should include smaller objectives throughout the project, those involved within the project, what resources are required, and factors that may influence progress. Once these factors have been discussed and accounted for, the project can confidently move on to the next stage.
The project management team can carry out a SWOT analysis to aid in the project planning process. Within a SWOT analysis, individuals can identify the organisation's strengths, weaknesses, opportunities, and threats. Merging this information into the project plan will allow a more accurate understanding of achievable goals within the organisation's scope. Furthermore, it will allow for increased comprehension of the potential risks faced during the project and how these can be prevented and avoided.v

Course Content & Outline

Section 1: Introduction to Project Planning

- Defining what project planning is and why it is necessary for the success of projects.
- What is involved in the project planning process?
- Recognising the consequences of poor project management.
- Exploring what internal and external factors can influence the project planning process.
- Methods to aid in effective project management planning, their benefits, and limitations.

Section 2: SWOT Analysis

- Defining what a SWOT analysis is and its purpose.
- Utilising SWOT analysis to aid in risk management by identifying risk areas and allowing for adequate awareness.
- Investigating different styles of SWOT analysis and how to conduct one best.
- Encouraging open communication of SWOT analysis to gain further perspective on details.

Section 3: Project Management Plans

- Using the SWOT analysis to create project action plans detailing aims, objectives, expectations, and overall project goals.
- Establishing a risk management plan based upon probable risks and threats identified within the SWOT analysis.
- Allocating the resources necessary for the project to succeed throughout development and beyond.
- Ensuring the plan is readable and accessible for all individuals requiring access.

Section 4: Project Communication

- Assessing why effective communication is crucial for the project's lifetime.
- The importance of using the correct language, tone, and body language to encourage an open and comfortable working environment.
- Different methods and techniques to improve personal communication capabilities.
- Identifying times of tension and conflict within the workplace to ensure the plan can continue as planned.

Section 5: Monitoring Project Performance

- Various methods and techniques commonly used for farming, with their advantages and disadvantages.
- Examining what is necessary to monitor throughout the project life.
- Detecting issues or probable risks and mitigating them.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

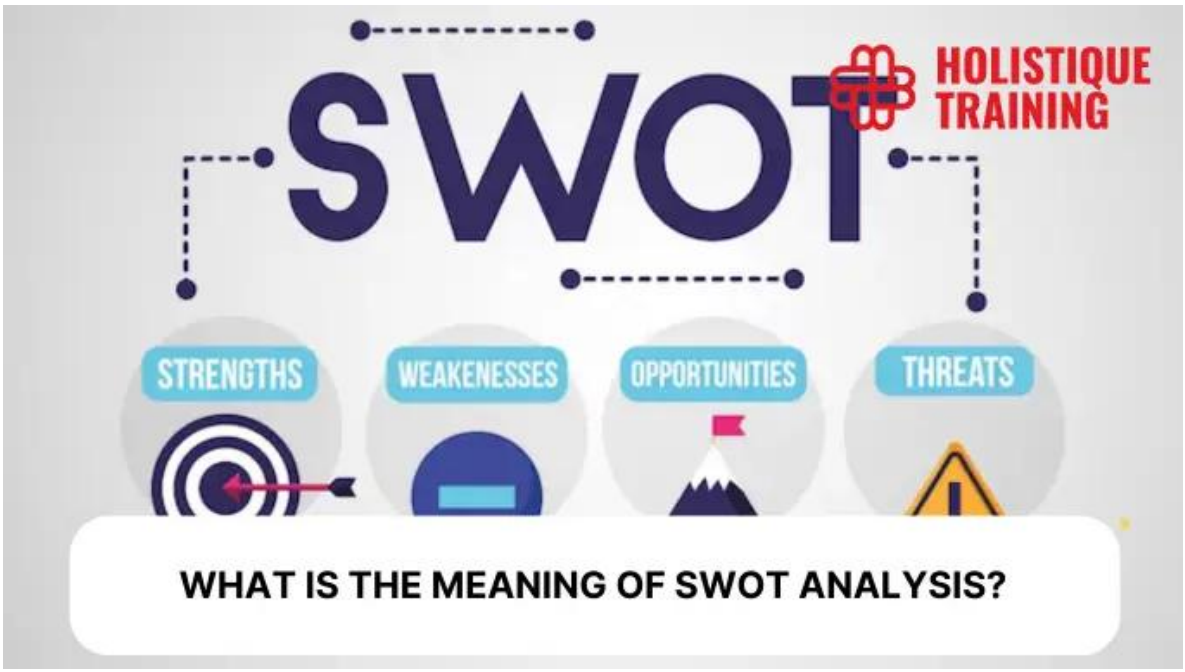
Categories

Management & Leadership, Project Management, Quality & Productivity

Tags

project, Project management, SWOT Analysis

Related Articles



SWOT Analysis: Best Practices, Templates, And Examples

Master SWOT analysis basics, uses, pros, and tips to plan strategically and make confident business decisions for any size company.

YouTube Video

https://www.youtube.com/embed/7IwmCXaOd3I?si=TfDsshCyqkzYCRWC