**Project Management Full Day Worksheet**

**Exercise 1**

Business Case Content

Project Title:

Executive Summary:

Project Scope:

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| --- |
| **Reasons: (how does this project fit in with your charity’s vision and mission?)**   |
| **Options & Rationale (what are the different ways of approaching the project, which of these has been selected, and why?)**   |
| **Expected Benefits (+ive)**   |
| **Expected Negatives (-ive)**   |
| **Timescales**   |
| **Cost & Return on Investment (ROI)**   |
| **Lessons Learned (from previous similar projects)**   |
| **Ultimate Deadline**   |

**Exercise 2**

Risks

Identify risks to your project and record the mitigating actions you intend to take

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| --- | --- | --- |
| **Risks**  | **Assessment L/M/H****(Impact x Probability)**  | **Mitigating Actions**  |
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|   |   |   |
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**Exercise 3**

Aims & Objectives

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| **Aims and Objectives**  |
| Overall aim of the project  |
| Objective 1  |
| Objective 2  |
| Objective 3  |
| Objective 4  |
| Objective 5  |
| Objective 6  |

**Exercise 4**

Skeleton Timetable

|  |  |
| --- | --- |
| **Ultimate Deadline:**  |   |
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**Exercise 5**

Roles & Responsibilities

Who is involved in your project?

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| --- | --- | --- |
| **Name**  | **Job Title**  | **Project Role(s)**  |
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|   |   |   |
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**Exercise 6**

**Case Study 1: A Capital Project**

Janey is the Fundraiser at Little Feet Nursery which is a registered charity. She has been asked to lead a campaign to raise £1m to fund and build a new extension to the buildings with multi-sensory facilities for children with special needs. Sandra, the Chief Executive of the charity has very clear ideas about the project and will oversee the facilities once the extension is in place. Bubbles Ltd have been engaged to provide advice and quotes on the multi-sensory equipment to be installed and a local construction company will undertake the building work. Jonathan is part of Little Feet’s administration team overseeing the back office systems, organisational governance and parental communications. He reports to Sandra.

Answer the following questions:

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|  R  |   |
|  A  |   |
|  S  |   |
|  C  |   |
|  I  |   |

* How can Jonathan support the project?
* Should Bubbles Ltd and the local construction company be involved?

**Case Study 2: A Big Lottery Bid**

Art in Manchester is applying for three years of funding from the Big Lottery. The funding will sustain an existing programme run by a team of six staff who are managed by Dave, the Project Co-ordinator. Fundraising Manager, Lizzie, has got her Trust Fundraiser Jodie leading on the bid supported by Archie, her Fundraising Assistant. Art in Manchester’s CEO, Tracy is ultimately responsible for the continuation of the charity and this programme is integral to delivering against its strategic objectives.

Answer the following questions:

* What is Dave’s role in this?
* Who is the Project Manager?
* What should Tracy contribute?
* Who else should be involved?

**Case Study 3: Building a new website**

The FSI is in the process of building a new website. Garreth, Head of Policy and Communications, is overseeing this project. Social Platform were the providers of the old website and are facilitating the handover of data – especially the registration information on members who had signed up via the old website. A new company, VistaWeb, is building the new website which will be different in several ways, but it is crucial to retain the ability for small charities to book onto training courses, join the FSI’s membership and find out about upcoming events. Janine, Head of Learning and Development and Conchita, Head of Projects and Fund Development will both rely on the website being fit for purpose.

Answer the following questions:

* What role should Janine and Conchita take?
* Who is missing from the scenario?
* Where does VistaWeb fit in?
* Should Social Platform be I n the picture if they are the old supplier?

**Exercise 7**

My Project Breakdown

**Exercise 8**

Case Study

Your organisation is a youth charity. You have secured funding to run a project to deliver a training and mentoring programme for young people, to give them the skills, knowledge and resources to set up their own business.

Your task is to project manage the planning and organisation of this project.

The project will last for 6 months and will start in 2 months time. You have secured £15,000 funding. This must cover all direct staff and resource costs associated with the project, although your organisation has allocated you an additional 10 days over the project duration, outside of this budgeted amount.

In addition to your time, you will have access to the following (again outside of the budgeted amount):

· Admin support of up to a half day per week

· Two frontline staff experienced in working with young people for up to 5 days each

· Your CEO is also willing to give you some time in order to attract individuals/expertise/other resources to the project

You will need to prepare a project brief, to include:

· SMART aims and objectives

· Roles and Responsibilities

· Skeleton Timeline

· Work Breakdown Schedule

· Outline budget plus any additional resources needed

· Risk Analysis

**Exercise 9**

Project Evaluation

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| --- |
| **Project Name**  |
| **Date:**  |   |
| **Project Key Performance Indicators (KPI’s)**  |   |
| **Were objectives met?**  | * Schedule
* Costs
* Quality of Deliverables
* Customer Satisfaction
 |
| **What went well?**  |   |
| **Recommendations to take forward**  |   |
| **What could have gone better?**  | * People/Resource Issues
* Communication/Process Issues
 |
| **What improvements can be made for future projects?**  |   |
| **Other comments/feedback**  |   |