



ADVOCATE Workshop 1: Project management - academic and industry perspective

16/17 November 2011

Kroto Innovation Centre Lounge, North Campus, University of Sheffield. UK

Fellows attending :

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The purpose of the workshop is to give you a basic understanding of projects and project management, and an opportunity to put theory into practice via group exercises and case studies.

Day 1 : Wednesday 16 November

9.30-12.30 : Project management, Part 1

Chris Attwell, University of Sheffield

This session will provide a basic introduction to projects and project management. It will focus on the stages of defining and planning a project. The course content is generic and can be applied to any project. The material covered will include :

- Basic project management theory
- The project life-cycle
- Defining and planning a project
- Project documentation
- Project organisation (the people involved and their roles)
- Tools and techniques - brainstorming, work breakdown structure, Gantt chart



The objectives are :

- To define what a project is and identify characteristics of a project
- To describe the basic principles behind project management
- To use basic project management skills
- To translate project management jargon

Day 1 : Afternoon

1.30-4.30 : Project management, Part 2

This session builds on the basic principles and tools of project planning covered in Part 1, by introducing more complex tools and techniques which can be used to both plan, implement, monitor and review a project. This session will provide you with an understanding of the principles and tools of project planning, evaluation and review. Building on the principles covered in the morning, you will look at methods of project planning and issues around project evaluation and review using a case study. The objectives will be :

- To review and evaluate projects
- To use basic project management tools and methods
- To describe the three components of the project triangle and their impact on projects

Day 2 : Thursday 17 November

9.00-3.00 : Project management in practice - industry perspective

David Hall, Golder Associates

This session provides an industry perspective on the application of project management techniques in a commercial context. The material covered will include :

- Introduction to being a project manager
- Introduction
- Roles and responsibilities of a project manager
- Skills and attributes of a project manager
- Proposals
- Project communication
- Project planning
- Project health and safety
- Project review
- Project control
- Two contrasting group exercises illustrating project management techniques in practice, with plenary session for open discussion, facilitated by David Hall, Phil Morgan and Steve Thornton



Facilitators

Chris Attwell is a Senior Project Manager within the Corporate Information and Computing Services at the University of Sheffield. She has worked as a full time project manager for 7 years, most of the project focus on the implementation of new IT systems within the University. Qualified as a PRINCE2® Practitioner and also APMP, she also delivers the Introduction to Project Management course, which is offered as part of the Universities Staff Development catalogue, on a quarterly basis.

David Hall is a Principal of Golder Associates (UK) Ltd, a globally operating company with nearly 7000 employees worldwide, specialising in ground engineering and environmental services. David has worked in contaminant hydrogeology for over 30 years, in the waste, contaminated land, nuclear and mining fields. He has previously worked in local government regulation, a government research establishment and the private sector. He has assisted the UK Government in the technical negotiations supporting the implementation of the Landfill Directive and undertaken research into waste characterisation and its influence on the pollution potential within landfill and overall sustainability issues. In collaboration with the Environment Agency, he developed the landfill risk assessment model “LandSim”, used by consultants, operators and regulators to assess the impact of new and existing landfills on groundwater quality. He has also completed research for the UK Government (Defra) on sustainable landfill, waste characterisation, and fail-safe engineering. He recently contributed to the development of methods to assess the sustainability of all aspects of waste management – culminating in the release of a life-cycle assessment model designed specifically for waste managers, WRATE-LCA (Waste and Resources Assessment Tool for the Environment). Golder Associates is a partner in the ADVOCATE Marie Curie Training Network.

Prof Phil Morgan is an Associate with The Sirius Group UK, a leading UK site investigation and land remediation company. He has over 18 years experience in contaminated soil and groundwater assessment, remediation, and environmental biotechnology gained in consultancy and in the oil and chemical industries. He has been actively involved in a wide range of projects on the impact, fate and remediation of contaminants in soil and groundwater and the design and operational improvement of industrial solid waste and wastewater treatment processes. Phil is Visiting Professor of Environmental Biotechnology in the GPRG at Sheffield. Sirius is a partner in the ADVOCATE Marie Curie Training Network.

Dr Steve Thornton is a Reader in Environmental Engineering Science within the Groundwater Protection and Restoration Group (GPRG) at the University of Sheffield and Coordinator of the ADVOCATE Marie Curie Training Network. He has over 20 years experience in contaminant hydrogeology, which includes the management of multidisciplinary and multi-institutional research and commercial projects with national and international public and private sector partners.