

MASTERING PROJECT MANAGEMENT

BREAKOUT TEAM GUIDE

Phase 1 - Project Planning Essentials

✓ *Choose a Hypothetical Project.*

- Start by brainstorming as a team. Select something relatable and manageable. Here are a few ideas to get you started:
 - Organising a community bake sale to raise funds for a local shelter.
 - Planning a school talent show to celebrate student creativity.
 - Setting up a neighbourhood clean-up day to promote environmental awareness.
- Think about a project that excites the team or aligns with shared interests.

✓ *Define Objectives.*

- Be clear and specific about what success looks like. For example:
 - "Raise £5,000 for the shelter by the end of the event."
 - "Attract 100 attendees to the talent show and showcase at least 10 performances."
- Objectives should be SMART (*Specific, Measurable, Achievable, Relevant, Time-bound*).

✓ *Create a Timeline.*

- Break the project into phases and set realistic deadlines. Use visual tools like a Gantt chart or a simple calendar:
 - Phase 1: Planning (Week 1-2)
 - Phase 2: Promotion (Week 3-4)
 - Phase 3: Execution (Event day). Consider key milestones, like booking a venue or confirming participants.

✓ *Allocate Resources.*

- Discuss your team's strengths and interests. Assign roles based on skills:
 - Who is creative? Assign them to design posters or social media posts.
 - Who is organised? Put them in charge of scheduling and logistics.
 - Who is outgoing? They could handle stakeholder communication or host the event.

✓ ***Presenting the Plan.***

- **When sharing your plan with the class, highlight:**
 - **Your specific objectives and why they matter.**
 - **How your timeline ensures the project stays on track.**
 - **Creative ways you allocated resources effectively.**

Phase 2 - Risk Management and Mitigation

✓ Identify Potential Risks

- Brainstorm possible challenges your project might face:
 - For a bake sale, risks could include bad weather or low participation.
 - For a talent show, risks might involve technical difficulties or last-minute cancellations.

✓ Assess and Prioritise Risks

- Use a risk matrix to determine which issues require immediate attention:
 - Likelihood*: How probable is this risk? (*Low, Medium, High*)
 - Impact*: What's the consequence if it occurs? (*Low, Medium, High*).
- Colour-code your matrix to visualise priorities:
 - High likelihood + high impact = urgent priority.

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely	Low	Low	Low Med	Medium	Medium

✓ Develop Mitigation Strategies

- For each top-priority risk, outline a contingency plan:
 - Bad weather? Move the bake sale indoors.
 - Low participation? Increase social media promotion and offer incentives like discounts.
 - Technical issues? Have a backup microphone or projector ready.

✓ Present Findings to the Class

- When sharing:**
 - Summarise the risks you identified and why they're significant.**
 - Highlight creative mitigation strategies and how they ensure project success.**