WELCOME

Safeguarding & Welfare

We are committed to all our students and staff feeling safe and happy; we want to make sure there is always someone you can turn to if you are worried about anything.

If you are feeling upset or unsafe, are worried about a friend, student or family member, or you feel like something isn't right, speak to our safeguarding team:

Ian Wyles
Designated Safeguarding Lead

Simone Botes

Nurhaan Snyman

Rafiq Manan

Ronald Munodawafa

Tevin Pitts

Scan to report a safeguarding concern

or email the Designated Safeguarding Lead:
Ian Wyles
safeguarding@hyperiondev.com

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HOUSEKEEPING

Leadership & Management Live Lectures – Housekeeping

- The use of disrespectful language is prohibited in the questions, this is a supportive, learning environment for all - please engage accordingly.

    - *(Fundamental British Values: Mutual Respect and Tolerance)*

- No question is daft or silly - **ask them!**

- Should you have a question during the lecture, please feel free to **post in the Questions section** and I will respond throughout.

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Leadership & Management Live Lectures – Housekeeping

- Activating **live captions** in your browser's accessibility settings is a helpful option for better understanding, especially for those with hearing impairments or challenges with accents.

- For all **non-academic questions**, please submit a query: ***www.hyperiondev.com/support***

- Report a safeguarding incident: ***www.hyperiondev.com/safeguardreporting***

- Should you have any further questions or want to provide us with feedback, please feel free to post them **here.**

- **GitHub Link to access L&M Presentation Slides.**

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PROJECT PLANNING & SCHEDULING

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"*Why is defining the project scope the cornerstone of project planning?*"

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- Defining the project scope is fundamental because it establishes the **project's boundaries, objectives, and deliverables**.

- A clear scope ensures that all stakeholders have a unified understanding of what the project entails, which **helps in setting expectations and provides a framework for decision-making**.

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- Effective scope management distinguishes what is and isn't involved in the project, controlling what is allowed or removed as it progresses. **This clarity helps in preventing misunderstandings and ensures that resources are allocated efficiently.**

- Project scope management is crucial for **delivering projects on time, within budget, and meeting stakeholders' expectations**.

  - It provides a framework for defining the project scope, **breaking it down into manageable pieces, and validating it with stakeholders**, thereby preventing scope creep.

RULE OF LAW

Adhering to the project scope and preventing scope creep reflects the principle of maintaining clear boundaries and rules, akin to upholding the rule of law.

PROJECT PLANNING & SCHEDULING

ABCDE Method

- This is a powerful prioritisation tool that helps individuals systematically manage their tasks by assigning levels of importance. This method enables clear focus on high-priority activities while ensuring lower-priority tasks don't consume unnecessary time.

- Each task on your list is assigned a letter from A to E based on its importance and potential consequences.

- By focusing on "A" tasks first, you ensure your most crucial responsibilities are handled effectively, leaving less important tasks for later or to be delegated.

PROJECT PLANNING & SCHEDULING

Eisenhower Matrix

- This matrix is a time-management tool that helps users decide on and prioritise tasks based on their urgency and importance. **It prevents busywork from overshadowing strategic priorities**.

- By **focusing on "Schedule"**, individuals can proactively work on tasks that truly matter and reduce the occurrence of last-minute crises.

	Urgent	Not Urgent
Important	**Do** — Tasks with clear deadlines and significant consequences if not completed in a timely fashion.	**Schedule** — Tasks with no set deadline but that bring you closer to your long-term goals.
Not Important	**Delegate** — Tasks that need to get done, but don't need your expertise in order to be completed.	**Delete** — Tasks that distract you from your preferred course, and don't add any measurable value.

Question 3

"What are some challenges managers face when allocating resources effectively?"

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PROJECT PLANNING & SCHEDULING

Managers often encounter challenges such as:

✓ Unclear Project Scope and Prioritisation.

✓ Limited Resources.

✓ Inefficient Utilisation.

✓ Poor Communication and Project Visibility.

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PROJECT PLANNING & SCHEDULING

To address these challenges, **implementing robust resource management tools and fostering clear communication** within the team are essential steps.

DEMOCRACY

Involving stakeholders in discussions and decision-making processes ensures a democratic approach where everyone's voice is heard and respected.

PROJECT PLANNING & SCHEDULING

Stakeholder communication is pivotal in project management as it:

✓ Keeps All Parties Informed.

✓ Manages Expectations.

✓ Facilitates Collaboration.

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"What are some strategies to mitigate risks identified during project planning?"

PROJECT PLANNING & SCHEDULING

Identifying Possible Threats

- Effective risk management begins with **identifying potential threats** that could negatively impact a project or operation.

- This proactive step allows for early detection of issues, **enabling appropriate responses before they escalate**.

Identifying Possible Threats

Common Threats to Consider:

✓ Lack of Resources.

✓ Safety Problems.

✓ Scope Creep.

PROJECT PLANNING & SCHEDULING

Identifying Possible Threats

Methods for Identifying Threats:

- Conduct **brainstorming sessions with stakeholders** and team members.

- Use **checklists based on industry best practices** or past projects.

- **Analyse historical data** and lessons learned from similar efforts.

BEST PRACTICE

Conducting Risk Assessments

Once threats are identified, it's essential to evaluate their potential impact and likelihood. Risk assessments help prioritise risks, **ensuring the most critical ones receive attention first**.

- Steps in a Risk Assessment: Identify Risks, Assess Likelihood, Assess Impact, and Prioritise Risks.

PROJECT PLANNING & SCHEDULING

Implementing Mitigation Strategies

- After assessing risks, appropriate strategies must be applied to address them. Risk mitigation strategies can vary depending on the nature and severity of the risks involved.

- Key Strategies: Risk Avoidance, Risk Control, Risk Transference, and Risk Acceptance.

CONCLUSION

CONCLUSION

As we conclude, remember these key takeaways:

✓ Define and **protect your project scope**.

✓ Use tools to **visualise and prioritise tasks**.

✓ **Be flexible and adapt** when challenges arise.

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RESOURCES

RESOURCES

Articles

- ✓ **Why Project Scope Is So Important.**
- ✓ **Project Scope Management and Its Importance in 2024.**
- ✓ **Task Prioritization Templates, Tools and Techniques.**
- ✓ **Resource Allocation in Project Management: How to Solve 4 Common Problems.**
- ✓ **The Importance of Stakeholder Communication in Project Management.**
- ✓ **How To Create An Effective Stakeholder Communication Plan.**
- ✓ **5 Key Risk Mitigation Techniques in Project Management.**
- ✓ **Boosting Team Engagement: The Impact of Celebrating Success.**
- ✓ **Why We Need To Celebrate Minor Milestones.**

Thank you
for attending

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