

Introduction to Project Management Course Outline

Introduction

Crisis management is an approach well known to us all. Its exciting, unpredictable, fun and gets you “brownie” points with management when your reactive response is successful. Unfortunately, this approach invariably leads to delays, wasted resources, poor quality and cost overruns. The proven alternative is to proactively manage projects using a variety of project management skills and techniques. This two-day course provides delegates with a sound grounding in the essential project management skills and techniques.

Objectives

This two-day training course is based on a simple project life cycle that recognises that projects exist in a constantly changing environment. Upon completion of the course delegates will be able to:

- ?? Understand the fundamental principles of Project Management and the Project lifecycle.
- ?? Understand project roles and responsibilities.
- ?? Develop and analyse project plans.
- ?? Identify and manage risks, use team based decision making processes.
- ?? Establish a project change management process.
- ?? Apply project management principles to their own projects.

Structure and Contents

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| ?? What is project management | ?? Risk analysis and management |
| ?? Cost, Time and Quality | ?? Implementation |
| ?? Project lifecycle and why it is important | ?? Reporting and control |
| ?? Project Initiation | ?? Communications |
| ?? ? ? Goals and objectives | ?? Project file |
| ?? ? ? Deliverables | ?? Analysing performance |
| ?? ? ? Work breakdown structure | ?? Project change management |
| ?? ? ? Resource requirements | ?? Working with teams |
| ?? ? ? Costing | ?? Team based decision making |
| ?? Project roles and responsibilities | ?? Working with third parties |
| ?? Planning | ?? Completion |
| ?? ? ? Gantt charts | ?? Project handover |
| ?? ? ? PERT charts | ?? Review and feedback |
| ?? ? ? Milestones | ?? Managing benefits |
| ?? ? ? Dependencies | |

“What you don’t know will always hurt you”
First Law of Blissful Ignorance

Who should attend?

Managers and team leaders who will manage, from time to time, be responsible for managing projects.

Further information

Please contact Denis Mahoney at Business Transformation (Training and Coaching) on 01903 784783 or 07766 333294 or be email at denis.mahoney@business-transform.co.uk.