

DURATION: A one day course

SUITABLE FOR: Project managers, team leaders and business people who are involved in projects - no prior knowledge of Project Management is assumed.

COURSE OUTLINE:

OBJECTIVES:

By the end of the course delegates will be able to:

- Be able to clearly define what a project is know how it differs from normal management tasks
- Understand why projects fail and identify the key principles for success
- Know the skills and qualities that an effective project manager needs
- Be able to set clear and realistic objectives for a project and understand the stages of the project life cycle
- Know how to plan, organise and track a project
- Be aware of how to identify and log your project risks
- Have an understanding of the tools and documents that can be used in project management.

PROGRAMME:

Introduction

- What will we cover today?
- What are my priorities for today?

Project Management principles

- What is a project?
- Benefits of project management
- Key principles for success
- Understanding why projects fail
- Terminology
- The Lifecycle of a Project
- Skills and qualities of the Project Manager

Planning and organising a project

- Writing a Project Initiation Document and a project goal
- Identifying key stakeholders
- The need for a communication plan
- Defining tasks and durations
- Using network diagrams and Gantt charts to understand the task relationships and perform Critical Path Analysis
- Identifying and mitigating risks
- Understanding the need for good record keeping

Tracking and completing a project

- Monitoring, controlling and adjusting a project
- Completing the project - handover, closure and review

The way forward

- Key learning – review of practical tips to take back to the workplace