

**DURATION:** One day

**SUITABLE FOR:** Project managers, team leaders, admin professionals and business people who want to be able to manage and fulfil all aspects of their projects to a high standard and on time.

## Objectives

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**By the end of the course you will be able to:**

- Clearly define what a project is know how it differs from normal management tasks
- Identify why projects fail and the key principles for success
- Apply skills and qualities that an effective project manager needs
- Set clear and realistic objectives for your projects
- Plan organise and track your project through all stages of the life cycle
- Identify and log your project risks
- Understand the tools and documents used in project management

## Programme

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### Introduction & Workshop Objectives

- What we will cover
- What are your challenges and priorities on your projects?

### 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 clear 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

- Taking ideas back to the workplace and putting them into action

For more information or to book please call **020 7256 6668** or email [enquiries@gbclearning.co.uk](mailto:enquiries@gbclearning.co.uk)