Project Management

Presented by: Craig McGregor

Delivered as: A programme of 3 x 90 Minute Modules

Live and interactive with exercises, discussion and actions to take away

Suitable for:

Anyone who wants to get better at managing and controlling any projects they may be working on, or are responsible for. 'Projects' cover a huge range of activities, both personal and professional, and these modules will equip you with the mindset, skills, and know-how to optimise and succeed with every project you undertake.

Pre- course Preparation: It's best if you have a genuine project to work on for the practical parts of this course, so please come with a project you are doing or would like to do. This could be to do with work, home or your life.

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

- Define and profile a specific project
- Understand why projects fail and identify the key principles for success
- Identify the skills and qualities that an effective project manager needs
- Set clear and realistic objectives for a project and understand the stages of the project life cycle
- Know how to plan, organise, schedule and track a project
- Identify and evaluate project risks
- Understand how to use tools and documents for effective project management
- Communicate clearly with leaders, stakeholders and participants

Module 1: Principles – 90 Minutes

- What is project management?
- What skills will you need, and how will you use them?
- Understanding your own role
- Four Key Steps to effective and successful projects
- Project Sponsor or Project Manager?
- Action Points

Module 2: Planning for Success – 90 Minutes

- Building your Project Initiation Document
- Objectives. Strategy. Tactics. In that order…
- Defining your objectives and your target deliverables
- SMART planning
- Principles of Critical path Analysis made simple = Action Planning
- Practical work on your own project
- Action Points

Cont.…

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Module 3: Putting your Plan into Action – 90 Minutes

- Managing project scope and creep
- Managing and mitigating risk
- Managing communications
- Managing relationships, authority and collaboration
- Closing your project positively and productively!

Round up of key points and action

Post course:
Action Planning tool to focus on the changes you want to make and how to make them stick.

For more information or to book please call **020 7256 6668** or email **enquiries@gbclearning.co.uk**