Project Management – An Introduction

Delivered as: Interactive Workshop or Tutor-led Webinar

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

Suitable for: Anyone who wants to gain a good grounding or a refresher in managing and controlling 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 confidence, skills, and know-how to optimise and succeed with every project you undertake.

Pre-course Preparation: Please come with a project in mind that you are managing or preparing to do. This may be to do with work, home or your life! This makes the practical work in the course relevant to you and gives you the best possible outcome.

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, sponsors, stakeholders, and participants

Principles

- What is project management?
- What skills will you need, and how will you use them?
- Understanding your own role
- Four Key Stages for effective and successful projects
- Project Sponsor or Project Manager?
- Outcomes or Deliverables?

Planning for Success

- 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*

Putting your Plan into Action

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

Summary: Round up of key learning and action points

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

Other Topics to Supercharge Your Career and Relieve Stress:

- Time Management
- Dealing Effectively with Difficult People
- Change Management

For more information or to book please call **020 7256 6668, Option 2** or email **info@gbclearning.co.uk**