

An Introduction to Project Management

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Many projects fail. That is, they do not deliver what was expected within the original timescale and budget. This practical 2 day overview gives you a solid set of skills to plan, manage and control projects. The 2 days include case studies and practical exercises to cover the fundamental theory of effective project management and practical planning tools that can be instantly applied to a wide variety of projects. Rigid structures and complex jargon are deliberately omitted from the content, leaving the delegates with a set of practical tools and methodologies that they can select and order dependent upon the type of project that they are managing. This course will enable you to:

- Understand the benefits of good project management practice
- Establish clear objectives and timelines
- Plan, monitor and control projects in order to improve the chances of success
- Apply the analytical techniques of project planning and control
- Relate projects to business needs
- Review and complete projects in a controlled manner
- Measure the success of projects and apply lessons learned

Who Will Benefit?

This course is designed for anyone who requires a fundamental understanding of the requirements for successful project management, regardless of the size and scope of that project.

Course Outline

Day One

- Define project management and programme management
- Defining clear objectives
- The benefits of project methodology
- The project life cycle
- Defining project roles and responsibilities
- The essentials of effective project communication
- Understanding stakeholder needs and managing expectations
- Formalising the business case
- Prioritising work
- Scoping project aims and objectives
- Project planning tools and techniques
- Scheduling
- Estimating techniques

Continued...



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Day Two

- Milestone plans and the Critical Path
- Risk management - probability and impact
- Project control process
- Monitoring and progress reports
- Change management process
- Communicating the need for change
- Persuasion and influencing skills for those managing projects
- Project closure
- Post project review

Duration

2 Days



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