

# Understanding Project Management



Many projects fail. That is, they do not deliver what was expected within the original timescale and budget. This practical 1/2 day overview gives you a solid set of skills to plan, manage and control projects. The day includes practical planning tools that can be instantly applied to a wide variety of projects. This course will enable you to:

- Understand the benefits of good project management practice
- Define the roles of work with cross functional teams
- Establish clear objectives, timelines and milestones
- 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 big picture understanding of the requirements for successful project management.

## Course Outline

- Define project management and programme management
- Defining clear objectives
- The project lifecycle
- Cross functional project teams
- Defining project roles and responsibilities
- The essentials of effective project communication
- Understanding stakeholder needs and managing expectations
- Formalising the business case
- Prioritising work
- Work breakdown structures (WBS)
- Milestone plans
- Risk management
- Project closure
- Post project review

## Duration

1/2 Day

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