

This interactive two day workshop is designed for anyone working in a project team environment. This course will equip delegates with general project management skills to help them anticipate and deal with problems that can occur, and ensure projects are delivered on time and to budget. The course provides delegates with a mix of project theory and terminology, as well as practical experience of using project management techniques and working within simulated projects. The content covers everything from project initiation, risk, estimating, planning, human factors, project execution, and standard methods.

By the end of this course delegates will know how to manage a project from its inception, as well as gain a knowledge of how to delegate effectively, strategies for motivating the project team and practical tools and techniques and when to use them.

## ■ Course Outline

### Project Initiation

- Determining the scope of the project
- The factors that should be considered to give the best chance of a successful outcome
- The life cycle of typical projects
- Performing a breakdown into separate phases and what needs to be done in each phase
- Identifying the goals and objectives

### Risk Management & Estimating

- Estimating cost, how long it will take and how risky it is
- Documenting and understanding constraints to enable successful outcomes
- Conducting stakeholder analysis

### Planning

- Preparation of the project plan
- Content of a project plan
- Applying baselines and key milestones to your plan

### Tools and Techniques

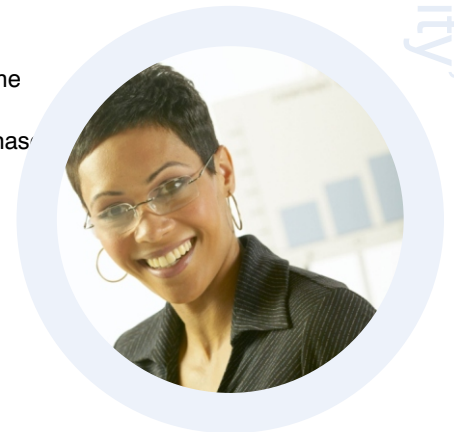
- Common project management terminology
- The project statement
- Work breakdown structure
- Responsibility and resource matrices
- Dependency tables
- The risk register
- Gantt charts

### The Project Team

- Building the team
- Identifying roles and responsibilities
- Importance of teamwork
- Leading the team the essential skills of a successful Project Manager

### Execution

- Crucial tasks of a Project Manager during the execution phase of a project
- Critical path analysis
- Quality
- Time and cost management
- Techniques for measuring, tracking and reporting progress against the project plan



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