

Project Management

Duration: 1 or 2 days

This 'Fundamentals of Project Management' workshop aims to build an understanding of the key phases of a project and the roles and responsibilities of a project manager in each phase. This workshop also focuses on developing participants skills in applying basic project management techniques. This workshop builds understanding on how different phases of the project impact each other and why a consistent and robust project management approach is required. It can be delivered in 1 or 2 days, with the initial day focusing on project management theory and the additional day allowing practical application.

There are several benefits that will be gained for your organisation:

- Enhanced confidence in participant's ability to lead and manage projects.
- Increased knowledge and expertise in the participants project management capability.
- The opportunity to implement an organisation wide, common approach, to the management of projects.
- Improved culture, communication, understanding, planning and teamwork on projects.
- Improved delivery of participants project objectives and the efficiency of participant's resource application.

Who should attend this course?

- Employees who need to project lead or project manage internal or external projects.
- Anyone who is a member of a project team and who wants to understand the role of a project manager and the key phases of a project.
- Anyone who may need to project lead or project manages in the near future.

Course Objectives

- To understand the key phases of a project and the roles and responsibilities of the project manager in each phase.
- To understand the need to correctly define the project.
- To be able to apply simple project management techniques.
- To produce a project plan.
- To be able to effectively manage communication.
- To understand how to control change and manage risk on projects.
- To understand the value of a post completion analysis and report.
- To understand how the different phases of a project impact each other.
- To understand why a robust and consistent project methodology is required.

Course Outline

- Understanding of both the 'What' and 'Why' of project management (eg what is project management and why a best practise methodology is required).
- On-going Case Study used during the workshop.
- Apply knowledge to work based projects.
- On-line templates and models provided for use after the course.
- Methodology for best practice in project management.