

Project Management

Learning Objectives

Managing a project is not an easy task. Nor is it for the faint hearted, but successfully managing projects, both small and large is both satisfying and rewarding. This 2 or 3 day course covers all aspects of Project Management and is designed to be delivered at different levels. To those who are currently managing projects and wish to improve their skills, those who are team members on projects, as well as those who may wish to run projects in the future.

Pre-Requisites

This course is designed for anyone who as part of their role, either currently or in the future, needs to manage projects of any size or type. Or anyone who wishes to learn or improve existing Project Management skills.

Topics:

Project Management Concepts

- ✚ What is a project
- ✚ What makes projects fail
- ✚ Defining project objectives
- ✚ Project management methods

Human Aspects

- ✚ Roles and responsibilities
- ✚ Motivation
- ✚ Managers v Leaders
- ✚ Communication skills

Planning Techniques

- ✚ What is Planning
- ✚ Networks
- ✚ Critical Path analysis
- ✚ Gantt Charts
- ✚ Risk analysis and management
- ✚ Resource management
- ✚ Project costing
- ✚ Cost control

Initiation Phase

- ✚ Prioritizing work
- ✚ Scoping project goals
- ✚ Project definition documents

Execution Phase

- ✚ The Start
- ✚ Project control process
- ✚ Progress reporting
- ✚ Change control

Closing Phase

- ✚ Project closure
- ✚ Project review

Practical Exercise

If the length of the course allows there will be a project planning exercise