

Introduction to Effective Project Management

Project management is the discipline of planning, organising, securing and managing resources to bring about the successful completion of specific project goals and objectives.

This practical session caters for both those needing to understand the language and principles of project management.

It covers generic project concepts and is case study based with delegates working in groups to deliver worked examples of the tools and techniques provided.

The course can be used to gain a fundamental understanding of project management for subsequent use within the workplace. It can also be used to investigate different approaches to project management which may be suited to different organisations and types of projects.

Benefits to the individual

- Confidence and knowledge to contribute to the successful completion of business projects
- Helps individuals to improve the quality of project management within organisations

Benefits to the business

- Gives staff tools to successfully deliver projects on time and within budget
- Better process management leads to increased efficiency and reduced costs
- Minimised risk of project failure

Audience

Business managers
Sponsors
Project managers
Team managers
Team members
Operational team members

Course duration

This is a 2-day course.

Pre-requisites

There are no pre-requisites for this course.



Course outline

The course is delivered using our interactive workbook which provides supporting material for the course and can be used as a reference or resource post course.

The course contents can be tailored to meet the needs of the organisation.

Course content

Project Definition

- What is a Project?
- What is Project Management?
- Reasons why projects fail

Project Initiation

- Project processes and lifecycle
- Business Case and Benefits Management

Project Organisation

- Roles and responsibilities
- The project team and project structures

Project Planning

- Project phases or stages
- Networks and Gantt charts
- Critical Path Analysis
- Estimating

Project Control

- Monitoring progress
- Management by exception
- Tolerance
- Project reporting

Managing project change

- Authorisation
- Change procedures

Risk and issue management

- Identification, analysis and control
- Impact/probability diagrams

Quality planning and control

- Establishing quality
- Quality criteria and project acceptance

Project closure activities

- Project handover to business as usual
- Closing project controls

Questions and answers

Exam details

There is no exam as part of this course.