

## COURSE OUTLINE

### Project Management - Introduction

#### Who is it for?

This workshop is aimed at individuals who are currently involved in managing, planning or implementing projects or are about to become involved.

#### What is it about?

The ability to manage a project effectively – delivering on time, within budget, to a desired specification, and to the required level of quality – is essential to the success of any business. More and more people who do not come from the traditional project management background are becoming involved in or are running projects. This workshop will provide delegates with the essential skills and understanding of how projects run. Delegates will leave with a set of practical skills and methodologies to implement in their workplace.

#### What will it cover?

- The challenges of running a project versus working as a line manager
- The dimensions of a project – time, budget, scope and quality
- The need for change and how projects sit alongside strategy
- The key skills of the project manager
- Project phases, activities, tasks and milestones
- The work breakdown structure
- Techniques for tracking the project – Gantt charts and PERT analysis
- Project budgeting and control
- Risk and mitigation techniques
- Dealing with change
- Sponsor and stakeholder management
- Project closure and handover

#### What will I learn?

- How to effectively manage and implement projects in your organisation
- The need for planning before implementation
- A checklist of considerations to maximise the success of your project
- How to manage change and conflict within the project schedule
- Techniques for measuring and controlling your projects

#### Duration

2 days