

Basic Project Management Training Programme Outline

Summary: This workshop will simplify the principles of project management introducing some tools and techniques and enabling you to apply best practice to your own projects.

Duration: 1 day with optional 1-day activity and half-day follow-up

Format: The style of the workshop is interactive, with individual and team activities. It will give delegates every opportunity to apply the learning points to their own projects.

Objectives:

As a result of this workshop, you will be able to:

- Define a project, identifying success and failure factors
- Be clear on your role as project manager
- Identify your stakeholders and assess their needs
- Specify objectives and scope of a project
- Know some tools for project planning and control (without using sophisticated project management software)
- Manage risk and control changes to the project
- Recognise the crucial 'people element' of projects
- Conduct effective project reviews during and at the end of the project

Content:

- The project life-cycle
- Project successes and failures
- Project roles and responsibilities especially the role of the project manager
- The importance of leadership, team work and communication
- Identifying stakeholders and their needs
- Project objectives and scope
- Project charter – Terms of Reference
- Project planning - balancing time, cost, quality
- Managing the risks (threats and opportunities)
- Change control
- Monitoring & reviewing
- Application to own projects

Leadership and Personal Development, Strategic Management, Lean Six Sigma & Quality Tools