

Duration: 2 days

Who should attend: This course is suitable for individuals who are:

- New to the role of project manager and/or lack any formal training in the discipline of project management.
- Looking to adopt a project approach to managing work or are setting up a project support office.
- On the first steps of achieving PMQ accreditation.

Aims: This course is focused on exploring the fundamental principles of successful project management and incorporates a number of easy to apply, effective tools and techniques that, when applied in the workplace, will allow the attendees to become more confident and competent in managing a project.

Learning Objectives: By the end of the course, delegates will:

- Recognise when it is appropriate to adopt a 'project' approach to managing your workload.
- Apply a simple lifecycle to a project to break it into easy to manage stages.
- Clearly define your projects to provide real clarity in terms of project scope, roles and responsibilities, and other key factors.
- Confidently plan, organise and document a project by using a wide variety of tools that add value to the project management process.
- Become more effective in monitoring and controlling the project work, change requests and resourcing pressures by using best practice processes and techniques.
- Understand what lessons can be learnt from managing work using a project approach.
- Tailor your approach to projects of varying size and complexity.

Topics

What is a Project?

- Defining what we mean by project working and how it differs from the day job
- Determining the approach (Waterfall or Agile) to managing projects – the project lifecycle
Please note: the body of the course is based on the waterfall approach
- Understanding why projects fail – what to watch out for

Continued

Defining a Project

- Understanding the role of the project manager and other key stakeholders
- Appreciate the importance of teamwork within the project
- How to clearly define a project
- Setting and agreeing objectives, scope, and constraints
- Understanding what questions to ask
- Recognising the need for project governance
- Simple risk management tools and techniques available to avoid surprises

Planning a Project

- Exploring the range of tools and techniques used in planning a project including work breakdown structures, Gantt charts, network diagrams and critical path analysis
- Determine the key project documentation and data display methods used on a project
- Scheduling techniques to maximise limited resources
- How to make time and cost estimates more credible and realistic
- How to plan for identified risks
- Defining and delivering against agreed quality expectations
- Recognise the need for a change management process and version control in a project

Implementing a Project

- Exploring the range of key tools and techniques used to monitor and control a project
- What impact will changes have on the project?
- Determine corrective actions to ensure the project remains on track
- How to communicate the status of a project more effectively

Closing and Reviewing a Project

- Understanding the need for a controlled close to a project
- Measuring what actually happened against the plan
- Learning lessons – both positive and negative
- Closing down and moving on