

Project Management

Overview

Duration: One Day

Project Management is at the core of much that we do. Whether managing a project at work or managing a DIY project at home, the core essentials of Project Management remain the same. Plan, Implement and Review.

This course is designed to be useful across a broad audience, from the Project Management team itself all the way through to the end users.

Description

This course encourages the creation and application of a structured approach to project management that will simplify, add transparency and is intended to shorten the project management lifecycle.

Many companies choose to define their own “specific” approach to managing projects. This course can be used to help design, or at a later level, refine that internal approach to Project Management.

Therefore, this course is relevant to everyone who is involved in or will hope to benefit from a project and provides you with the tools required to deliver a successful introduction to project management.

Topics covered:

- **Develop and manage a Case Study** – Participants are encouraged to question the project at its outset and to define and then discuss a group case study.
- **Identify and avoid negative project experiences** – Participants are told to focus upon their negative experiences to avoid them occurring within their projects.
- **How to apply (and why you need) Project Structure** – Understanding how Project structure can avoid a multitude of issues as well as protect the project and it’s sponsors.
- **Establish project deliverables** – Definition and prioritisation of Project Deliverables. Agreeing the definition of project success and avoiding project failure.
- **Set up communication lines within the Project** – Both formal and informal communication requirements. Highlighting issues and blockages whilst keeping the project on track.
- **Set up and manage a real project** – manage timelines, budgets and multiple work-streams.

- **Close a project** – close, review and report on a completed project. Identify the positives and negatives. Incorporate the lessons learned into a broader project management ethos.

It is important to emphasise that this session is interactive and although some elements of the session may come across as ‘dry’, the content is delivered in such a way that attendees are constantly involved and active.

Who Should Attend?

Everyone who is involved in or will hope to benefit from a project.