

Project Management Fundamentals



Category: Project Management

Project management is much more than the tasks carried out by a project manager, it is a combination of the roles and responsibilities of individuals assigned to the project to help keep cost, time and risk under control whilst achieving the deliverables. It is therefore important that everyone participating understands the fundamentals of project management.

Duration

2 days

Course Objective

This course has been developed based on the PMBoK methodology to provide you with a solid understanding of project planning and control methods, phases and techniques as well as useful templates.

Who Should Attend / Target Audience

Project team members, operational personnel or anyone new to project management who wants to learn a structured process for projects.

Learning Outcomes

- Understand the different phases of a project and the tasks / deliverables of each phase.
- Develop relevant project and/or task objectives
- High level understanding of key project activities including budgeting, risk management, scoping and reporting.
- Determine the importance and impact of quality, performance, budgets and time constraints
- Identify the human resource management issues in managing projects

Related Courses

Evaluate and Build High Performance Teams, Change Management - Making the Transition, Report Writing, Writing Skills for Business.

Next Level Course

Microsoft Project

Availability

In House Closed Group Public

Version: 30/12/09

Course Content

What is a Project? - *project vs ongoing operations*

The 4 Phases of a Project - *Initiate, Plan, Execute, Close-out*

Project Players - *identify the key roles and responsibilities.*

Stakeholder Analysis & Management - *engage with the right people the right way.*

Risk Assessment & Management - *identify the risk, quantify the impact and determine the likelihood.*

Project Goal Statement - *where are we going and how will we get there.*

Scope Definition - *the basis for estimating cost, time, resources, performance measurement and responsibilities.*

Estimating Task Duration - *techniques and considerations.*

Develop the Project Outline & Schedule - *using Gantt and PERT charts and developing the milestone schedule.*

Budgeting Methods & Cost Estimation - *plan, control, forecast.*

Stakeholder Responsibility Matrix - *an important communication tool so all stakeholders can see who is responsible for what.*

Select the Project Team - *tips for choosing the right mix.*

Team Roles - *develop an understanding of how teams work.*

Allocate Resources - *align individuals with tasks.*

Communication & Reporting Plan - *commonly issued reports.*

Project Proposal - *develop a Project Definition Form.*

Project Meetings - *tips for handling problem behaviours in meetings and setting the Team Charter.*

Controlling Work in Progress - *monitoring performance.*

Managing Variance - *develop a process for change control.*

Closing off the Project - *review, evaluation & action planning.*

MELBOURNE
SYDNEY
BRISBANE
TOWNSVILLE
CAIRNS

Phone 1300 793 951
Fax 1300 793 952

Web www.odysseytraining.com.au
Email info@odysseytraining.com.au