

2 DAY

PROJECT MANAGEMENT FUNDAMENTALS



PROJECT MANAGEMENT COURSE

LEARNING OUTCOMES

- Identify and plan the different phases of a project.
- Manage stakeholders according to their level of interest and power.
- Identify and manage risk by undertaking a risk analysis.
- Understand various scheduling and budgeting methods.
- Effectively manage and engage the project team.
- Monitor and control the project.
- Close off and review a project including identifying 'lessons learnt'.

CORE COMPETENCIES

- **Managing Deadlines**
- **Problem Solving**
- **End to end Project Management**
- **Risk Analysis**

COURSE OVERVIEW

Regardless of whether you apply a specific methodology, being able to understand and apply the fundamentals of project management is a highly sought after skill for managers and team members alike. This interactive and practical course provides tools, templates and step-by-step guidelines that anyone involved with project-based work can use to manage and implement the core phases underpinning every project.

TOPICS COVERED IN THIS COURSE

Defining project work

Identify the difference between projects and general work so you can decide when project management is required.

Project methodologies

Learn pros and cons of the three most commonly used project management methodologies.

Project planning and constraints

Understand how cost, time and scope affect project management and the value of planning.

Attributes of a project manager

Understand the expectations of a project manager and keys to success.

Four phases of a project

Overview the four phases of a project and key outputs of each before exploring them individually in more detail.

Phase 1 – Initiation

Determine the project background, scope, objectives, key stakeholders, limits, priorities and constraints. Complete an impact assessment, to determine if the project is viable and a project goal statement as the final output of this phase.

Phase 2 – Planning

Develop a work breakdown structure, select team members and apply the Belbin model, assign responsibilities, sequence the deliverables, develop the schedule, determine the budget and resources required, complete risk analysis and develop prevention and contingency plans to output a project plan.

Phase 3 – Execution

Learn how project managers can monitor, control and communicate progress while guiding the team through stages of development, taking corrective action and managing changes to the project plan where required. The outputs of the execution stage include status reports and final deliverables.

Phase 4 – Close-out

Recognise the essential processes to get sign off and complete a project successfully. The close-out is an opportunity to evaluate outcomes, assess the lessons learned, and record this valuable information in your final report.