



Introduction to project management

This workshop can be tailored to suit your organisation's requirements and gives an overview of best-practice in project management.

The workshop will give an introduction to the key project management practices, management tools and techniques and is designed to introduce the framework for creating, delivering projects and working effectively within project teams.

Course duration

Typically 1 day

Who should attend?

Staff participating in project teams at all levels including senior managers who need an overview level of knowledge of projects and project management

Course Content

- project management context
- the project lifecycle
- managing stakeholders
- project organisation and roles
- scope and breakdown structures
- planning and estimating
- risk management
- change control
- project closure and review

Pre-requisites

None

Course style

Highly participative using exercises and case studies

Objectives

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

- define a project
- define the project's context
- understand the process of project management
- describe project success criteria
- define different roles within project teams and their interactions
- define the key features of a project management plan
- understand the role of milestone planning, a bar-chart and critical path
- define a risk and understand the risk management process
- understand the need to manage projects in structure lifecycles incorporating review points
- successfully manage stakeholder relationships
- understand and use estimation methods
- understand quality planning, assurance and control
- apply a formal change control procedure on projects
- describe the purpose and processes for handover and project closure

