

Practical Project Management - Course Outline

Duration: 1 day

Course Description

At the end of this workshop participants will have developed a thorough understanding of how to practically apply project management techniques and tools. This is based on the eight key elements for a successful project that should be used no matter what the size of the project.

Who should attend?

This course will equip participants to be effective members of project teams, serve as a useful refresher for established Project Managers and provide a foundation for new Project Managers.

What will it cover?

- Goal clarification
- The planning framework
- Creating Terms of Reference
- Organising yourself for the project – Managing time in the project context, balancing your day job and the project.
- Understanding tools for use in project monitoring
- A Summary of project management models
- Practical application – The 8 main steps
- Working in the project team – Key Roles
- Major Project Case Study – Exercise to plan a large project using the tools.
- Considerations in influencing and communicating with others
- The 25 Key questions

Training Process

Presentation, group exercises and open discussions to reinforce delegate's knowledge, together with a personal project management action plan from the day.