

## Project Management Essentials One-Day Workshop

### Overview

Project management is about organising and managing resources to deliver all the work required to complete a project within defined scope, time and cost constraints.

This workshop will introduce members of management or project teams to the key concepts of project management.

### Objectives

- Provide delegates with an appreciation of the essential principles for successful project management.
- Participants will gain an understanding of:
  - the characteristics of projects
  - the importance of planning and basic planning techniques
  - the use of basic project documentation
  - how project risks are identified and managed
  - roles and broad responsibilities of the Project Organisation

### Learning Style

- A case study will be used to illustrate the principles covered.

### Who will the course benefit?

- Anyone new to the role of Project Manager
- Others working in a project management environment
- Managers with responsibility for projects

### Prerequisites

- Previous project management experience is not essential.

## **Workshop Content**

- Principles of Project Management
  - Differences between projects and other management structures
  - Why use a different management process
- Project Organisation
  - Defining the Plan
  - People and resources
- Planning and Scheduling
  - Resource scheduling
  - Coping with change
- Communications
  - Right content, right medium, right people
  - Personal effectiveness
- Teamwork
  - Cross functional structures
  - Techniques for success
- Risk Management
  - Differences between risks and issues
  - Management of risks and issues
- Handover and Review
  - Closing the Project
  - Evaluation