



## Basic

# Project Management

## Two Day Training Course

### **Course Aims**

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To introduce delegates to the relevance of project management, to identify the knowledge and skills necessary to manage projects effectively and provide an understanding of the practical application of the necessary knowledge and skills in a work situation.

### **Course Outline:**

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#### ***Introduction***

- Defining a “project”
- The nature and context of project management

#### ***The Project Manager***

- Necessary knowledge and skills
- Team management and leadership

#### ***Project Life Cycles***

- Starting the project
- Organising the project
- Planning the project
- Completing the project

#### ***Estimation, Resource Analysis***

- Costing proposals
- Budgets
- Resource analysis
- Risk analysis
- Cash flow considerations

#### ***Project Planning***

- Inputs, process, outputs
- Communication
- Mapping

#### ***Control Mechanisms***

- Monitoring the project
- Quality, Cost and Time
- Environment
- Intellectual property
- Software and IT

#### ***Problem Solving, Decision Making***

- Modelling systems
- Problem solving tools
- Decision making aids
- Follow-up

#### ***Teams and Organisation***

- The role of teams
- Life-cycles
- Managing personalities
- Meetings
- Understanding how to make a team effective

#### ***Project Review***

- Completion and hand-over
- Continuous improvement

### **Target Audience**

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Project Managers and anyone who needs to develop a project approach.

### **Assumed Knowledge/ Pre-requisites:**

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None

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