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The Perfect Project

A practical project management course

delivered to over 14,000 people

Project Management Training

OBJECTIVES: At the end of the training you will be able to:

- use a standardised framework for defining, planning and controlling projects
- recognise the role(s) you play and define other people's contribution to Project Management process
- recognise and reduce risks within all types of project work
- use a range of tools with wide application

This course is for anyone who is:

- new to project management and wants to develop their project management skills
- currently a project manager or will be one soon or is in a project team
- who needs an overall project management framework with some practical tools and tips
- senior managers who want to understand what lies beneath successful delivery of projects

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Workshop Outline

We set out below the content of the two day workshop. Please note that the exact detail will depend upon what issues are relevant. Treat what is written as a guide.

Topics we will address include:

- ▶ individual expectations - please complete the pre course work.
- ▶ what is a project? Using Project Management in day to day working [project based working]
- ▶ using a Project Management framework [see bold text below for content of the framework]
- ▶ **Set up- Initiation:** establishing whether your project is *actually* a project
- ▶ **Set up- Definition:**
 - identifying clear roles in Project Management process
 - stakeholder analysis
 - having clear success criteria
 - identifying the tensions [quality, cost or time]
 - having clear objectives
- ▶ **Delivery Planning:**
 - work breakdown structure
 - estimating time and cost
 - Gantt and milestone charts
 - critical path analysis
 - risk analysis
- ▶ **Delivery**
 - reporting, how?
 - dealing with variations
 - loose v tight control –how will the project will be controlled?
- ▶ **Closedown and Review**
 - project review - how did we do?
 - did we achieve our objective and meet our success criteria?
 - what did we learn and what lessons can be shared with others in the organisation
 - formally closing the project