

Project Management for Success

What do I need?

This course provides an overview of basic project management. It provides the theory and core methodology you will need to manage projects or participate on project teams.

How long is the course?

2 Days

Who should attend?

Delegates who desire to learn how to use project management techniques to plan, organise, control, document, and close out their projects successfully and with minimum risk.

Lesson 1: The project management life cycle

What is a project?
The project management life cycle
The role of the project manager

Lesson 2: Setting up for success

The meaning of success
What happens in the initiation phase?
Project definition and scope
Putting together a statement of work the project charter

Lesson 3: The project team

The teamwork challenge selecting team members
The team charter

Lesson 4: Risk management

Project risk

Lesson 5: Project plans

The work breakdown structure

Lesson 6: The project schedule

The scheduling process
Time estimates

Lesson 7: The project budget

What is a budget?
Creating a preliminary budget
Budget and schedule balancing

Lesson 8: Project tracking and control

Moving the project forward
Monitoring for project progress
Earned value analysis
Getting back on track

Lesson 9: Project reports

Communications overview
Project performance reports project change requests

Lesson 10: Project close-out

Elements of close-out
Evaluation of people and projects

