# PROJECT MANAGEMENT

**BTS**

Training & Consultancy

# Comprehensive Guide to Project Management

**Website: www.btsconsultant.com**

**Email: info@btsconsultant.com**

**Telephone: 00971-2-6446633**

# Comprehensive Guide to Project Management

## Introduction:

Everyone manages projects — even if "project manager" isn't your official title. Whether you're a marketer or a creative director or an IT professional, project management is essential to achieving business objectives.

No matter what size, the effective delivery of any new project depends on the efficient management of the variables involved.  Whilst there are many project management methodologies in common use, the application of a particular methodology does not guarantee project success. It is vital that all the people involved understanding the most effective methods, principles, techniques and tools available to bring a project to a successful conclusion.

This comprehensive Guide to Project Management training course outlines the skills needed within an organization to deliver successful projects. It draws upon industry best practices from a variety of market sectors to illustrate why some projects are successful and others flounder. The course also explains the crucial role played by the Project Manager, in terms of leadership, motivation and maintaining the enthusiastic engagement of all stakeholders.

## Course Objectives:

**After attending this Comprehensive Guide to Project Management training course delegates will be able to:**

- Determine whether their projects are missing some critical success factors and prevent them from heading for failure
- Understand and utilize the six key tasks of project management
- Judge if their organization is "project ready"
- Evaluate whether the scope of each of their projects is bounded
- Assess the various approaches used on their projects and compare them with industry best practice
- Evaluate the extent to which a project addresses and utilizes motivating, reporting and conferring techniques

# Who Should Attend?

**Comprehensive Guide to Project Management training course, is ideal for:**

- This course is aimed at organizations and individuals who are embarking on the delivery of a project or a number of projects. It is ideal for anyone involved in projects who wants to improve their performance, without going through the process of gaining a formal qualification.
- Attendance will enable the delegates, whether novice or established project managers, to boost their contribution and successfully deliver their projects.

# Course Outline:

**Day 1**
**Project management context**

- Defining a project and project management
- Understanding project and product life cycles
- Understanding the key tasks of project management to drive success
- How to structure projects to succeed and the use of critical success factors

**Day 2**
**Scoping and Work definition**

- Capturing and managing customer and user needs, wants and aspirations to determine the scope of project requirements
- How to plan to control project requirements
- Agreeing the architecture of a solution
- Managing scope change
- Planning the route to project closure
- Formulating a work breakdown structure
- The importance of work breakdown structures in change management

**Day 3**
**Scheduling and Principles of project review and control**

- Activity definition and sequencing
- Deliverables and milestones
- Overview of scheduling methods
- Evaluating how to, or how not to, shorten your project schedule
- Review process and judging whether a review has been successful

- Understanding the types and objectives of schedule reviews
- The construction of a typical schedule review agenda

**Day 4**
**Leadership and risk management**

- Handling project risk
- Risk concepts and the risk management process
- Leadership and motivation
- Understanding why motivation matters and its impact on team roles and performance
- Typical project manager leadership characteristics

**Day 5**
**Reporting and conferring**

- The need for reporting and communication
- Communications planning
- Summary reporting for stakeholders
- Why confer as well as report?