



Introduction to Project Management

Delivered by:



This one day workshop is aimed at people who want to understand the fundamental principles of project working, typically team members with some elements of project management in their day-to-day role or for those who regularly participate in project teams. It assumes little previous project management knowledge.

The syllabus covers an introduction to project management, project life cycles, initiating and identifying the scope of a project, defining needs of stakeholders, developing a business case, creating a project and communications plan and establishing key success factors.

The workshop also covers the key roles of project team members, managing expectations of stakeholders (client) and others, whilst engaging motivations to deliver according to your plan. It will introduce some monitoring tools and techniques for project team meetings, managing change during a project and how to report on progress.

The benefits of the workshop

By the end of the programme delegates will be able to:

- Understand the fundamental principles of project management and how to apply them
- Apply some of the key tools and techniques involved in project working
- Understand some of the people issues involved in project working
- Show confidence to take on a role within a project appropriate to their experience

Tools and techniques that will be introduced include:

- Stakeholder analysis
- Outline project definitions
- Project action minutes
- The project triangle (Time, Cost , Quality)
- The scope box
- Detailed project definitions
- Work breakdown structures
- Network diagrams
- Risk registers
- Gantt and milestone charts
- Progress report charts
- Learning logs

Maximum number of delegates: 10

Cost: 1.5 units

To register please email our Training Co-ordinator on registrations@thelearningcollaboration.com