

2-Day Successful Project Management

Course Description

A 2-day intensive, interactive course that enables participants to develop skills in managing projects. This course focuses on hands-on exercises, case studies and teamwork. It is suited to project team members, new project managers, and project managers needing a refresher.

Take away benefits

- Have a clear, solid and common understanding of the project management process
- Understand the importance of a sponsor and how to use this role effectively
- Understand and use project management tools within the project process
- Understand the soft skills and leadership aspects of managing projects
- Be able to build and manage a project team effectively
- Toolkit with the main standard documents, checklists and logs
- Be better prepared when working in projects

Content Outline

The course is based on the standard PMI® methodology and covers the whole Project Management process:

Initiate:

Set goals, objectives and scope
Define the project
Analyse the Stakeholders
Prepare the Charter

Plan:

Define WBS
Identify Work Packages
The Network Diagram
The Gantt Chart
Estimate costs
Engage resources
Plan for risk, quality, and communications

Execute:

Develop team
Manage conflicts
Manage changes
Give feedback on progress to stakeholders

Control Progress:

Measure progress against plans
Reporting
Control delays

Close:

Assess the project performance
Lessons Learned
Close supplier contracts
Close project