

Project Management Principles and Practices

Target Audience: Anyone new to a project management role; Project Managers that have not attended any formal project management skills training; people in other job functions that want to explore how project principles can be applied to work activities that should be run as a project. If your organisation has a standard project methodology, this will be referred to during the course.

Key Learning Outcomes

- Understand the elements of the project management life cycle and how it applies to projects at your company.
- Know how to use tools and techniques for structured project planning.
- Improve your management of scheduled project activities.
- Have practical tools to manage project scope changes, risks and issues.
- Professionally manage your project stakeholder expectations and how you engage them throughout the project.
- Manage multiple projects with confidence.
- Have a more structured and professional approach to project management within the context of your company business model.

Course Experience

- ✓ Theory: Latest best practice
- ✓ Team discussions
- ✓ Individual and group exercises
- ✓ Case studies
- ✓ Technique application practice
- ✓ Film clips
- ✓ Personal action planning

Course Outline

DAY 1

Project Management Basics

- The Project Life Cycle
- Why Projects Fail
- Project Manager Roles and Responsibilities

Project Planning

- Fundamentals of Planning
- Establishing Project Scope and Objectives
- Structuring the Project Team and Assigning Responsibilities

Project Activity Scheduling

- Work Breakdown Structure
- Network Diagrams
- Finding the Critical Path

Project Budgeting and Cost Management

DAY 2

Project Control

- Risks and Issues Management
- Scope Change Control
- Managing Multiple Projects
- Stakeholder Management and Project Status Reporting

The Softer Side of Project Management

- Keeping the Team Motivated
- Managing Resistance to Change
- Lessons Learnt

Keys to Success

- Summary of Project Management Best Practices
- Personal Action Planning

Pre-Course Work: Completion of Pre-Course Questionnaire

Course Material: Includes facilitator's slides, exercise worksheets, background reading/articles and recommended books

Ideal Number of Participants: 9

Maximum: 12

Minimum: 4