

Introduction to Project Management - One Day Workshop

For managers who would benefit from applying project management techniques and skills to day to day tasks or who need to interact with projects as members of project teams.

This one-day workshop is designed for managers who:

- Have a role in small scale, simple projects with few resources involved and limited risk
- Wish to adopt a project-based approach to day to day management activities
- Play a small part in a significant project, or are likely to do so in the near future

Content

Introduction to Project Management

- What is a Project?
- The Project Lifecycle

Define—Initiating a Project

- Establishing the project mission, scope and objective
- Establishing roles and responsibilities
- Developing a Project Initiation Document
- Stakeholder Management and Communication Strategy

Design—Planning a Project

- Identify and analyse project tasks
- Develop and document a project plan
- Manage risk

Deliver—Implementing a Project

- Monitor and control progress
- Key Performance Indicators
- Project reporting
- Closing a Project

Produce and commit to your Project Management Action Plan