

Introduction to Project Management (One Day)

Course Code: INTRO-PM

Benefits

- Learn the basic language and fundamental principles of project management
- Learn the most important project management skills and techniques
- Enhance your ability to work as part of a project team
- Get practical advice, tips and insight from an experienced project manager

Who Should Attend?

- People with little or no experience of project management
- People who intend to work on a project or intend to manage a project soon
- People who need to learn project management skills quickly
- People who need to know how to effectively manage projects

Objectives

- To gain an understanding and basic awareness of what project management comprises and how projects differ from normal work activities or business as usual.

Duration

- One Day

Course Includes

- Instructor-led tuition from an experienced project manager and trainer.
- Individual and group exercises.
- Delegate pack: course notes, project management templates, case study, exercises.
- Certificate of training course attendance.
- USB drive containing Project Management resources.
- Lunch, tea and coffee.

Follow-up Training Courses (recommended) – Fundamentals of Project Management, PRINCE2® 2009 Foundation & Practitioner

Public Courses (2009/10)

	Sep 2009	Oct 2009	Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010	Aug 2010
London	8	6	3	8	12	9	9	13	4	8	6	10
Reading	15	13	10	15	19	16	16	20	11	15	13	17
Edinburgh	22	20	17	22	26	23	23	27	18	22	20	24

Cost (all prices are exclusive of VAT @ 15% or 17.5%)

	Standard Fees Per Delegate	September's Special Offer
London	£350 + VAT	£300 + VAT
Reading	£350 + VAT	£300 + VAT
Edinburgh	£350 + VAT	£300 + VAT

Terms and Conditions include full and cleared payment prior to the course start date.

In-house Custom Tailored Courses – Call us on +44 (0)870 351 89 56 for an in-house training quotation.

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Terminology

Become familiar with common terminology.

What is a Project?

Learn the essential characteristics of all projects.

Project Manager

Learn what makes a good Project Manager and which duties are vital to successful outcomes.

Project Life-cycle

Learn to perform a breakdown into separate phases and learn what needs to be done in each phase.

What are the goals of the project?

Learn how to identify goals and objectives.

Scope

Learn why defining the scope early means greater chance of success.

Constraints

Learn why it's important to document and understand constraints to enable successful outcomes.

Stakeholder Analysis

Learn the importance of identifying and managing stakeholders throughout the lifecycle and how to conduct stakeholder analysis.

Work versus Product Breakdown

Practice using common techniques during the project management training course such as creating Work Breakdown Structures to identify and package the work.

Roles & Responsibilities

Learn how to identify the roles and responsibilities of your team members.

Estimating

Estimation is a pitfall that scuppers many projects. Learn effective ways of estimating work.

Scheduling

Learn to perform effective scheduling using Gantt charts as a key planning technique.

Critical Path Analysis

Learn how to apply the critical path technique to help you deliver on time.

Budgeting

Learn how budgeting is performed throughout the project lifecycle.

Planning

Learn how to write a plan that will describe the way you will achieve the desired outcomes.

Baselines

Learn why baselines are critical for success and learn how to apply baselines to your plans.

Project Tracking and Reporting

Learn what things you will need to track in order to keep on course for success.

Learn how effective reports can make the difference to enable you to track effectively.

Change Management

Learn the best way to manage change without jeopardising your chance of success.

Risk Management

Learn some key risk management techniques to help you avoid failure.

Learning Lessons

Learn how to improve your project management practices from one project to the next in order to achieve ongoing project management improvement.