

# Overview of the Principles of Project Management



Many projects fail. That is, they do not deliver what was expected within the original timescale and budget. This practical 1 day overview gives you a solid set of skills to plan, manage and control projects. The day includes case studies to cover the fundamental theory of effective project management and practical planning tools that can be instantly applied to a wide variety of projects. This course will enable you to:

- Understand the benefits of good project management practice
- Define the roles of work with cross functional teams
- Establish clear objectives and timelines
- Plan, monitor and control projects in order to improve the chances of success
- Apply the analytical techniques of project planning and control
- Relate projects to business needs
- Review and complete projects in a controlled manner
- Measure the success of projects and apply lessons learned

## Who Will Benefit?

This course is designed for anyone who requires big picture understanding of the requirements for successful project management.

## Course Outline

- Define project management and programme management
- Defining clear objectives
- The project lifecycle
- Defining project roles and responsibilities
- The essentials of effective project communication
- Understanding stakeholder needs and managing expectations
- Formalising the business case
- Prioritising work
- Scoping project aims and objectives
- Project planning tools and techniques
- Work breakdown structures (WBS)
- Estimating techniques
- Milestone plans and Gantt Charts
- Risk management
- Project control process
- Monitoring and progress reports
- Project closure
- Post project review

## Duration

1 Day

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