

# The Essentials of Project Management



This practical 2 day programme gives you a solid and comprehensive set of skills to plan, manage and control projects. It includes workshops and case studies to cover the fundamental theory of effective project management and explores practical planning tools that can be instantly applied to a wide variety of projects.

You will leave this course with the foundation skills essential to successfully bring projects in on time and within budget.

## Course Objectives

- The benefits of practising good project management
- Define roles and work with cross functional teams
- Establish clear project objectives and milestones
- Use tools to effectively plan and schedule projects
- Create effective and deliverable project plans
- The analytical techniques of project planning and control
- Dealing with changes and deviations from the plan
- Implement a project management methodology

## Who Will the Course Benefit?

This course is designed for new project managers and others who find themselves spending increasing amounts of time working on projects. It will be applicable regardless of the size and scope of the projects you are involved with and will ensure that you have the appropriate processes and tools for the job.

## Course Content

### Day One

#### Project Management Concepts

- Defining what is meant by "Project Management"
- What helps to make projects successful?
- Reference sources for good practice tips
- Defining clear objectives, the triple constraints
- Benefits of a project methodology
- The project lifecycle

#### Project Roles and Effective Communication

- Cross-functional project teams
- Management by exception for the decision-makers
- Defining project roles and responsibilities
- Independent inspection of project performance (Assurance role)
- The essentials of effective project communications
- Understanding stakeholder needs and managing expectations

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## Defining and Scoping a Project

- Formalising the business case
- Prioritising work
- Scoping project aims and objectives
- Project definition processes

## Day Two

### Project Planning Tools and Techniques

- Work Breakdown Structures (WBS)
- Estimating techniques
- Precedence networks and CPA
- Milestone plans and Gantt Charts
- Risk Management
- Base-lining the plan

### Project Control and Change Management

- Project control process
- Monitoring and progress reporting
- Change management process
- Taking corrective actions

### Closing Phase

- Project closure
- Post project review
- Lessons learned reporting

## Summary and Conclusions

### Duration

2 Days

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