

PROJECT MANAGEMENT

1-day Course

OVERALL AIM:

To give those attending the skills to manage people and methods to run a project from start to finish

WHO SHOULD PARTICIPATE:

Those who are tasked with managing projects of any size

COURSE OBJECTIVES:

By the end of this course, participants will be able to:

- Define the project and understand the fundamentals which make projects different from everyday management
- Use project management tools and the importance of the Key phases
- Use project management techniques such as Gantt, Critical Path Analysis and others
- Outline the role and identify the key skills of a project manager
 - Preparing the schedule
 - Analysing costs and resources
 - Planning and control
 - Meeting customer needs
 - Partnership working
 - Communication, teamwork and influencing

COURSE CONTENT:

- Introduction
- Objectives for the day
- Fundamentals
- Structure
- Cost dimension
- Motivating the Team
- Monitoring and controlling
- Common problems
- Problem Solving

The programme is participative and involves trainer input, individual work and discussion in small and large groups with the use of real examples as learning tools.