Effective Project Management

Duration:
Two days

Objective

This highly practical programme delivers all the essential skills, tools and techniques required to support you in your project management role. The course concentrates on practical, easy to understand and control techniques that can be directly and immediately applied in your workplace.

The fundamental principles of successful project management are covered in depth; managing people, time and money. The programme also incorporates a number of easy to apply, effective tools and techniques that, when applied in the workplace, will empower the attendees with greater confidence and competence in managing and delivering projects on time and on budget.

Contents

Identifying when the project approach should be applied

Understanding basic Project Management terminologies; when, where, why and how to apply them

An introduction to various tools that are commonly used in Project Management (including some useful software packages)

Applying the project lifecycle and how to manage the stages

Defining the project purpose to avoid ambiguity and unrealistic expectations

Planning, organising and documenting projects by using practical, workable tools that provide real value

- Exploring the basic planning tools and techniques used in planning a project including Gantt Charts and Critical Path Analysis

- What documentation and data display methods are available to the project manager?

- How to make time and cost estimates more credible and realistic

- Simple risk management tools and techniques available to avoid surprises Identifying and managing project risks to minimise impact and disruption

Become more effective in monitoring and controlling by working in a competent and logical manner

- How to monitor, track and control activities

- What impact will changes have on the project?

- Determine corrective actions to ensure the project remains on track

- How to communicate the status of a project more effectively

Understand what lessons can be learnt from managing work using a project approach

- Measuring what actually happened against the plan

- Learning the lessons - positive and negative

- Closing the project and moving on

Who should attend

This course is ideal for any Director, Manager, Project Manager, Team Leader and Project Team Members who are occasionally involved in group work, or formally established projects, but have no formal training in the tools and techniques used in project planning and control.

Course benefits

Defining what we mean by project working and how it differs from the day job

Understanding the role of the Project Manager and other key Stakeholders

Determining a structured approach to managing projects - the project life cycle

Understanding why projects fail - what to watch out for

This course is CPD Accredited and will provide delegates with 12 hours or 12 points towards their annual CPD requirement

Additional information

Adelaide House   T: 028 9043 9624

Delivering projects on time and within budget is essential to the performance of any team or organisation. This course covers the organisational planning, risk management, communication and people management skills essential to the successful delivery of projects.The terminology and principles used throughout this course are designed to reflect the current syllabus for APMP qualification.

Certificates

All delegates who successfully complete this course will receive a CPD Certificate detailing the points or hours applicable.

Trainers background

The trainer for this programme has extensive experience in design and delivery of project management training and has also been involved in the delivery of a variety of medium and large scale projects within the private and public sectors. He has been successfully delivering Project Management and Inter-personal skills training for over twelve years and is one of Cosensa's Principal Management Skills Trainers.