Project Management

2 – 3 Day Programme

A specialist programme designed to give individuals a detailed understanding of project management principles and the ability to use practical tools to develop, implement, manage and review projects successfully in their organization.

Participants will learn how to create realistic project plans that take into account the people perspective of project management. They will learn the fundamental skill of managing stakeholders and integrating their input with project implementation.

This programme is highly interactive and participants will use a mixture of their own project input and specifically chosen case studies to practice the various techniques.

Programme Content

- Project management principles
- Developing a project plan
- Establishing critical success factors
- Identifying and managing key milestones
- Working with project risks and issues
- Creating contingency plans
- Managing stakeholders
- Managing change
- Project communication
- Project reporting
- Project review and measuring success

Additional Benefits

Participants attending this programme will receive:

- A full colour reference manual
- A project management checklist and toolkit pack

Business Benefits

By the end of the programme participants will be able to:

- Apply the principles of project management to their daily work
- Design and manage an effective project plan with pre-defined critical success factors
- Identify key project milestones, risks and issues and effectively manage them throughout the project
- Develop effective contingency plans
- Manage the key stakeholders of a project and use a range of tools to communicate effectively with them
- Deal with change as part of project implementation
- Report and review the progress of projects and take mitigating action/celebrate success as appropriate

Testimonials

" A really logical approach to project planning — breaks activities down into manageable chunks — excellent"

" The framework that is provided with this workshop is fantastic"

" It's great that the 'people' element of projects and how to gain stakeholder buy in are given such a high profile in this workshop"