

Introduction to Project Management

Who is this course designed for?

This course is aimed at those who have little or no experience of Project Management and it provides them with a structured and practical approach to the Planning, Monitoring and Control of Projects. Delegates need to prepare for the classroom training by completing a mandatory e-learning module. Additional e-learning modules are available on various aspects of project management.

What are the course objectives?

At the end of the course, delegates will be able to:

- Define the project objectives and requirements
- Define Critical Success Factors and Key Performance Indicators
- Conduct stakeholder analysis and develop a communication plan
- Create a Work Breakdown Structure and perform Critical Path Analysis
- Perform Risk Management
- Monitor and Control a project
- Handover and Close a project

What's in the course?

- **Definition:** Using the **BOSCARD** technique delegates will be able to define their projects, identify success criteria, define roles and responsibilities, scope the project and define the deliverables
- **Planning:** Delegates will be introduced to the planning lifecycle and given the opportunity to practice the use of the WBS technique and conduct a Critical Path Analysis of their project.
- **Stakeholder Management:** this session will provide the delegates with a practical approach to the identification, analysis and management of stakeholders. It also provides them with a template to create a communication plan
- **Risk Management:** Using a simple 4 step approach, delegates will conduct a risk assessment of their project and provide responses to identified risks.
- **Monitoring and Control:** Delegates will be introduced to various methods and provided with the simple and practical 4 question technique to ensure that their projects are running to plan.

Project Closure: The importance of this phase is highlighted during this session

Our approach to this course:

theory and discussion	Yes <input type="checkbox"/> No <input type="checkbox"/>	participation in group /individual activities	Yes <input type="checkbox"/> No <input type="checkbox"/>	workbook exercises	Yes <input type="checkbox"/> No <input type="checkbox"/>
practice exercises	Yes <input type="checkbox"/> No <input type="checkbox"/>	presentations (informal and/or formal)	Yes <input type="checkbox"/> No <input type="checkbox"/>	handouts	Yes <input type="checkbox"/> No <input type="checkbox"/>
case studies	Yes <input type="checkbox"/> No <input type="checkbox"/>	written/multiple choice test	Yes <input type="checkbox"/> No <input type="checkbox"/>	work based assignment	Yes <input type="checkbox"/> No <input type="checkbox"/>

What next?

Please **CONTACT US** to book this course:

enquiries@thewayahead.org.uk

Price: £225

(+ VAT)

1-day workshop

“Training today’s people for tomorrow’s world”