

Managing Internal Projects

Who is this course designed for?

The requirement to deliver more within shorter time periods, and using less resources means that organisations need to look at how they might achieve this. One method is to run internal projects to achieve specific goals. This event will take individuals through project management methodology, and help them develop the key skills needed for application back in the work place.

This course is relevant to:

- New Project managers
- Project team members
- Staff who will soon be working on a project
- Those who want a “refresher”.

What’s in the course?

- **Concepts and Terminology**
 - When is work a Project
 - What is Project Management
- **Project Management Cycle**
 - What does it mean
 - Are there other models
- **Initiation**
 - Business Need
 - Cost Benefit Analysis
 - Project Initiation Document
 - Project Objectives
 - Identifying Risk
- **Planning**
 - Planning the Project
 - Plan Preparation Checklist
 - Cost Planning
 - Estimating Techniques
- **Execution**
 - Controlling against the Plan
 - Communication Plan
 - Project Tools
 - PERT and Gantt Charts
 - Networks and Critical Paths
 - Work Breakdown Structure
- **Closing**
 - Checklist for Closing a Large Project
- **Identifying the Skills of a Project Manager**
 - Leading Teams
 - Negotiation
 - Reporting
 - Planning
- **Success Factors of a Project**

What are the course objectives?

- Use a standardised project management framework
- Define, plan and control projects
- Understand the roles they and others play in effective project delivery
- Identify, manage and reduce risks in all projects

Our approach to this course:

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