

AN INTRODUCTION TO PROJECT MANAGEMENT

Managing any project regardless of size is an essential skill for all managers and team leaders. Any project requires a process to deliver it successfully. A project is a procedure inaugurated to achieve planned objectives, or specific outputs within a described scope of time, quality and cost. What distinguishes the management of a project from regular management duties is that it has a final deliverable and timespan often completed with a project closure party! Unlike management which is an ongoing process. Because of this a project manager needs a wide range of skills; combined with a familiarity of the tools, techniques and processes that could be used to ensure success. The key is in having excellent communication, people management skills combined with business understanding.



How You Benefit

- Apply a simple life cycle to a project to break it into easy to manage stages
- Clearly define your project in terms of scope
- Understand the roles and responsibilities needed to run a project
- Confidently plan and document a project by using common tools that add value to your project
- Effectively monitor and control your workload within a project environment



Who Should Attend

Anyone in the organisation that is new to the project planning role or needs to develop their competence in project planning



Duration

2 Days



Participant Materials

Participants will receive supporting materials for reference during and after the course



Style

The course is highly participative with extensive practice of skills, tools and techniques which can be immediately applied back in the workplace

Our emphasis is on the LEARNING and the workplace application of skills by the LEARNER

Let's get started!