Introduction to Project Management

Course Outline

The challenge of delivering projects on time and on budget is a real test. Whatever professional discipline is involved, a successful project manager will need to understand the structure and stages of a project, and to have excellent people management skills.

This course will introduce practical techniques and methods for planning and controlling projects, providing participants with an easy to understand, pragmatic approach to project management. It will give participants the opportunity to reflect on their current understanding of their role, to examine any techniques currently used and to identify how they can be improved by applying a range of tools and techniques for the benefit of themselves, their project team members and the organisation as a whole. Importantly, it will enable participants to approach their role with greater awareness and confidence, and will help them to recognise the key stages of their own on-going development as successful project managers.

KEY AIMS

1. To promote the understanding of key concepts in effective project management
2. To enable personal assessment of existing project management knowledge and ability
3. To introduce the elements of essential project planning, delivery and evaluation
4. To consider tools, techniques, skills and methods used in effective project management
5. To enable participants to plan their continuing development in project management
6. To cover essential topics in a relatively short time, whilst ensuring an immediate impact on performance
7. To accommodate a range of learning styles, by including a variety of group challenges, practical exercises, opportunities for personal assessment, and presentation of key techniques and strategies.

OBJECTIVES

During this course, participants will:

- Develop an understanding of the project manager role in relation to the life cycle of a project
- Gain an understanding of the key concepts of project management
- Explore the benefits of defining the End Product
- Understand the importance of planning and control mechanisms
- Build awareness of project pitfalls
- Explore the interfaces of a project
- Explore the effectiveness of project reporting
- Analyse further personal development needs
- Develop an action plan for continued development as project managers

OUTLINE PROGRAMME

Throughout the two days, participants will work together to manage a fictitious Project, in which they will practice applying a range of Project Management Tools, Techniques and Processes. They will also reflect on how each tool may be used to enhance their current practices in relation to their Project Management roles at work.

- **Defining project management** - Understanding key project management principles, including the difference between managing operational activities and managing projects.

- **What constitutes a project?** – Examining what makes a project a project and exploring the key stages in a project's lifecycle.

- **How to ensure success from the outset** – Examining a project's critical success factors and gaining an understanding of why projects can be doomed to fail from the start.

- **The role of the project manager** – Exploring of the roles and responsibilities of the project manager at each stage of development and the skills required for carrying them out.

- **The project lifecycle** – Recognising and understanding the importance of the different stages in a project's lifecycle.

- **Project Initiation** – Understanding the importance of gaining commitment for a project, and learning how to presenting a sound Business Case based on thorough Stakeholder Analysis, Option Appraisal, and Cost-Benefit Analysis.

- **Project Definition** – Understanding the importance of defining a project: creating defined, planned projects, and setting clear and achievable objectives, which are firmly set in the context of the desired end product.

- **Planning and controlling the work of your project** – Identifying and sequencing the critical activities to develop a robust plan, including identifying a work breakdown structure, estimating time required for tasks and allocating activities to key personnel.

- **Managing Risk** - Understanding the importance of identifying risks in projects, identifying likely sources of risk, and how to manage and control risk successfully throughout a project's life-cycle.

- **Project interfaces** – The importance of and skill in communicating with key stakeholders at the right time and in the right way.

- **Progress tracking and control** – Identifying effective monitoring processes, collecting performance data, conducting reviews and deciding on corrective action.

- **Managing project budgets** – Introducing the key concepts and techniques needed to successfully manage a project budget.

- **Managing project meetings** - Learning how to improve the structure and process of project meetings in order to make them more effective and a more efficient use of time.

- **Closing and reviewing projects** – Learning how to effectively close a project, including effectively handing over, holding review meetings and evaluating overall success.

- **Personal Development and Action Planning** - Identifying continuing personal development needs and extending learning into the workplace.

FEEDBACK

- "A really useful overview of the process of effective project management"

- "Thank you for an excellent introduction to project management - I have been 'managing' projects for a while now, but I had no idea that there were so many different planning tools and techniques that I could have used."

- "I now feel so much better equipped for managing projects at work, but it will also be of use in many other areas of my life - thanks!"

- "The course gave a very practical and realistic view of effective project management, with lots of opportunity to practice using the skills and techniques. Very supportive too!"

- "Very interesting and well presented – I found the trainer's style excellent"

- "All of course was useful especially identifying the skills required by the project manager at each stage"

- "Coursework and practical exercises were helpful in learning process"

- "Very good session and excellent materials to take away"

- "The course exceeded my expectations, I will be recommending it colleagues!"

COST

We understand that training is an investment - not just in terms of the cost, but also in time. We are therefore committed to providing excellent value by ensuring that our open courses are competitively priced. Unlike other inexpensive open/public courses, we deliberately restrict the number of places so you can rest assured that the training will be focused on the needs of every delegate, and will be an effective learning experience.

Fees for 2-day open courses from H2 are as follows:

- Per delegate: £545 + VAT

- 2 or more delegates: £495 + VAT each

- Public Sector: £495 + VAT

- Registered Charities and self-funding individuals: £445 + VAT

Fees are fully inclusive of:

- Course tuition / materials
- Workbook, with comprehensive reference materials / proformas
- Lunch / refreshments

- Personal action planning
- Certification (on request)
- Follow-up support (on request).

CONTACT

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