



Getting to Grips with Projects

Fundamental tools & techniques

Duration: 1 day

Who should attend:

Anyone looking to improve efficiencies by delivering work more consistently and successfully or trying to work successfully with fewer resources.

Whether you are new to project management and just starting to get involved with planned work delivery, or have been doing it for some time but need some direction, or even if you are an old hand but just need putting back on track, then this is the course for you.

By attending this course you will be able to:

- Understand the lifecycle of a project
- Use techniques and tools to create realistic plans for your projects
- Understand techniques available to control projects in an effective way
- Understand the components of a successful project team and how to get the best from them
- Establish benchmarks, evaluate progress and review quality of delivery

Programme Content and Style:

- What do we mean by projects and project management?
- Why do projects fail?
- Asking the right questions at the right time
- The Project Lifecycle
- Project Organisation – the who's who of project management
- Project Goals – knowing where you are going
- Project Planning processes and tools – including work breakdown analysis; risk management; communications planning and stakeholder analysis; timelines and Gantt charts; and resource planning
- Controlling your project delivery – including managing issues and changes; and using suitable reporting and communications processes and tools
- Project Closure and Review

This course makes project management fun and inspiring – a recent delegate said of this course – “for anyone weary of project management courses this is one **not** to miss”.

The course is fast paced and interactive – you will not be sitting quietly and just listening. We want to hear about your work and your challenges so we can apply ideas from the course to you and your world.

You will get a chance to try out ideas for yourself and to have input from other delegates to help you solve your problems.