Principles of Project Management
Fundamental tools & techniques
Duration: 2 days

Course Summary and Style:

The content of this course is designed around the principles of the PRINCE2 methodology but helps new and existing project managers to apply the core tools and techniques in the real world.

Every course is run as a highly interactive session introducing delegates to new concepts and skills whilst also giving them time to consider the application of new techniques to their specific projects.

The course includes standard case study examples which are used to introduce and practice new skills. The flexible nature of the course and tutor allow delegates to introduce their own work into the session and try out new skills on real projects.

An option is also available for client specific case studies to be produced for a tailored course.

Who should attend:

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

This course is designed for people just getting started in project management or who have some experience of working on projects but are looking for a more structured, and consistent approach to apply in their environment.

By attending this course you will be able to:

- Understand the basic principles and processes of successful Project Management

- Understand the stages of a project life cycle and how to implement tools and techniques to successfully deliver each stage

- Understanding the role and skills of a project manager

- Understand other roles and responsibilities across the business and project team regarding project delivery

- Understand the advantages and common pitfalls of project working

- Have had an opportunity to share experiences with other participants

- Have had an opportunity to consider how project management techniques apply to your current work

Programme Content:

- What do we mean by projects and project management? - what are the key elements which define a project and how does this impact on the way you approach this type of work; what is the role and therefore relevant skills for a project manager?

- Why do projects fail? – what are the consistent reasons why things go wrong with project type work and therefore what general areas should we consider to increase project success?

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- How structured do we need to be? – Consider the parameters which define how complex a project is and therefore how formal the processes for management need to be. Asking the right questions at the right time, and how to handle and document the answers.

- The Project Lifecycle – from project definition, through planning and implementation to final review. Consider the importance of each stage, and how you know when you are ready to move from one to another. Is this a linear process?

- Project Organisation – the who's who of project management. Introducing the idea of a project management structure, and the responsibilities of each person within that structure. Delegates are given an opportunity to consider the management structure of their own projects and how this might be affecting their success.

- Project Goals – knowing where you are going. High level planning, feasibility or business case production.

- Project Planning processes and tools – including work breakdown analysis; estimating and resource planning; risk management; communications planning and stakeholder analysis; timelines and Gantt charts. This section of the course introduces standard techniques used in the production of realistic project plans and project initiation documentation. Use of case studies and delegates own projects introduce and practice these new skills and tools.

- Monitoring Progress – how can a project manager truly know where the project is at? This section considers communication and reporting processes relevant to gathering information and passing it on in the most effective way.

- Controlling your project delivery – this section of the course introduces delegates to the concepts of issue management and change control – how reality can impact on the best project plans. Use of case study material gives delegates a chance to consider how they might respond to "real life" problems.

- Project Closure and Review – how do you know when a project is complete? And how can you learn and take lessons forward into the next project? This section considers processes and tools to help with this stage of project delivery.

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.