

Academy of Training

Practical Project Management

Overview

In today's business world, the nature and complexity of our work often requires much more than good organisational skills. We often must work on a number of tasks and projects with conflicting deadlines, frequently with limited human, technical and financial resources. At the same time, we need to keep key people informed of progress and manage all of the threats to time, cost and scope which form part of every-day business life.

Be it the review of a process, development of a digital marketing strategy, or a print campaign, Project Management is a brilliant technique we can all use to get things done on time and within budget, meeting our own objectives and those who have placed their trust in us.

Objective

The objective of this two-day workshop is to assist Project Managers, Team Leaders and other key staff in developing all the key skills required for successful Project Management.

Following the project life-cycle, participants will be introduced to all the skills and techniques for effective planning, implementation and control of their projects to meet strategic objectives. They will also learn key communication and influencing skills essential for presenting themselves, their projects and working successfully with managers, colleagues and stakeholders associated with their projects.

Content : Topics covered in the workshop include:

- Project Management and best practice – PRINCE2, AGILE and PMBOK
- Skills for successful project management; project life cycle
- Developing project mission, goals and objectives
- Pre-planning - the critical first step
- Project planning, scope and charter documentation
- Using work breakdown structures
- Estimating and scheduling project work
- Using Gantt charts, network diagrams and other tools
- Setting and managing project budgets
- Project monitoring and control
- Risk identification and risk management plans
- Project communication and ongoing review plans
- Tips for avoiding project headaches
- Presenting yourself and your project
- Managing project working relationships
- Managing threats to time, cost and scope.

Method

The workshop is highly practical. Instead of using simulated scenarios, participants work on live projects, drawn from their own work environment.

