

Planning, Organising & Controlling Projects

2 Days TOT1

OVERVIEW

This two day course has been designed to enable the more experienced project manager to align the key tools with their current project management skills and practically apply the principles to their projects.

As organisations continue to embrace project management methodologies, there is an increased need for formal project management tools and techniques to be employed.

DESIGNED FOR

Suitable for project managers, project planners and any staff whose core responsibilities are planning and executing the day-to-day management of activities within a project and whose organisation already has clear project management processes and procedures in place. An understanding of basic project management theory is beneficial, along with prior knowledge of using Gantt charts and critical path analysis.

LEARNING OUTCOMES

By the end of this course participants will be able to:

- Appreciate the range of techniques and tools used in planning, organising and controlling projects and have an opportunity to practice them on a micro project i.e. in a 'risk free' environment.
- Produce accurate, workable plans giving a detailed breakdown of costs, timescales, tasks and resources.
- Understand the impact of stakeholders' expectations on the project.
- Quantify the impact of problems and changes in real terms of resources, time and costs.
- Understand how to keep the project alive and on track through effective project communication skills.
- Understand how a project team functions and how best to manage it.

TOPICS COVERED

Reviewing the Fundamentals

- Review of the project lifecycle
- Project scope, definition and specification
- The different project roles, responsibilities and boundaries
- Stakeholder management and engagement

Planning Projects for Results

- Work breakdown structures
- Estimating and scheduling work
- Network diagrams and Gantt charts
- Resource scheduling and levelling
- The value of qualitative risk analysis
- Contingency planning
- Establishing appropriate milestones

Organising the Project

- Managing the established milestones
- Getting to grips with information management
- Managing project costs - what you need to know

Controlling the Project

- Handling the changes and challenges that affect projects
- Running effective change control processes
- Managing configuration control - changes, review and status accounting
- Risk monitoring and issues logs

Managing People and Communication within the Project

- Leadership qualities that get results
- The keys to effective influence and persuasion
- When and how to negotiate
- Achieving practical conflict management
- How to create an effective communication plan

EXTRA NOTES

Further Development:

*PRINCE2™ Combined Foundation & Practitioners (PFE)
Project Management for the APMP Examination (PMP2)*

*An equivalent course is available in Arabic, French and German.
Please call us for details.*