

An Introduction to Effective Project Management

2 Days **MPM**

OVERVIEW

This highly practical introductory course provides participants with all the essential skills, tools and techniques that they will need to support themselves in their project management role. The course concentrates on the practical techniques that they can apply directly to the workplace.

This course is focused on exploring the fundamental principles of successful project management and incorporates a number of easy to apply, effective tools and techniques that, when applied in the workplace, will allow the attendees to become more confident and competent in managing a project.

The terminology and principles used throughout this course are designed to reflect the current syllabus for the APMP qualification.

DESIGNED FOR

Suitable for individuals who are:

- New to the role of project manager and/or lack any formal training in the discipline of project management.
- Looking to adopt a project approach to managing work or are setting up a Project Support Office.
- On the first steps of achieving APMP accreditation.

LEARNING OUTCOMES

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

- Recognise when it is appropriate to adopt a 'project' approach to managing the workload.
- Apply a simple life cycle to a project to break it into easy to manage stages.
- Clearly define the purpose of the project to avoid any ambiguity or unrealistic expectations being set.
- Confidently plan, organise and document a project by using tools that add value to the management process.
- Identify and manage risks proactively to minimise the impact of any deviations from the original plan.
- Become more effective in monitoring and controlling by working in a competent and logical manner.
- Understand what lessons can be learnt from managing work using a project approach.

TOPICS COVERED

What is a Project?

- Defining what we mean by project working and how it differs from the day job
- Determining a structured approach to managing projects - the project life cycle
- Understanding why projects fail - what to watch out for

Defining a Project

- Understanding the role of the project manager and other key stakeholders
- Appreciate the importance of team working within the project
- How to clearly define a project
- Setting and agreeing objectives, scope and constraints
- Understanding what questions to ask
- Recognising the need for project governance
- Simple risk management tools and techniques available to avoid surprises

Planning a Project

- Exploring the basic planning tools and techniques used in planning a project including Gantt Charts and Critical Path Analysis
- Determine the key project documentation and data display methods used on a project
- Simple risk management tools and techniques available to avoid surprises
- How to make time and cost estimates more credible and realistic
- How to plan to deliver quality
- Recognise the need for version control in a project

Implementing a Project

- How to monitor, track and control activities
- What impact will changes have on the project?
- Determine corrective actions to ensure the project remains on track
- How to communicate the status of a project more effectively

Closing and Reviewing a Project

- Understanding the need for a controlled close to a project
- Measuring what actually happened against the plan
- Learning lessons - both positive and negative
- Closing down and moving on

EXTRA NOTES

Further Development:

Advancing your Project Management Skills (OCP)

Project Management for the APMP Examination (PMP2)

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