

# The Essentials of Project Management Including Microsoft Project

4 Days FPM2

## OVERVIEW

This four-day training course provides the key processes and methods central to fulfilling the project manager's role. Its principal advantage is that the programme examines how these processes can be implemented on a day-to-day basis through the use of Microsoft® Project software and as such it is a highly practical programme of training.

## DESIGNED FOR

Suitable for people who are new to project management or have had little formal training and who want to consolidate and develop their core project management skills. No previous project management knowledge is assumed. This programme is not suitable for delegates already proficient in the use of standard project planning techniques.

## LEARNING OUTCOMES

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

- Understand what is meant by a project and what sets projects apart from day-to-day work.
- Appreciate the range of competencies and skills needed to be an effective project manager.
- Focus the objectives of the project in line with business and client needs.
- Understand the roles and responsibilities necessary for effective project delivery.
- Understand the reasons why projects fail and build in the mechanisms to protect their own projects.
- Ensure that projects are planned, reviewed, controlled and implemented successfully.
- Plan for effective communication.
- Automate key processes of the planning and performance monitoring of a project.

## TOPICS COVERED

### Project Definition and Life cycle

- What is a project?
- The stages of the project life cycle
- The role of the project manager
- Project management team roles and responsibilities
- The project management system
- Defining and clarifying project objectives, scope and constraints - gaining agreement with key project roles

### Project Planning - the Principles

- Planning tools and methods - work breakdown structures, network diagrams, critical path analysis and estimating
- Use Microsoft® Project to support the creation of project network diagrams and Gantt charts to communicate the plan
- Risk identification, assessment and management
- Using Microsoft® Project to schedule and review resource workloads
- Building quality into the project

### Project Monitoring and Controlling

- Accurate capture of progress to date
- Using Microsoft® Project to track and report progress
- Using Microsoft® Project to support corrective action planning
- Change control - responding to problems and changes
- Configuration management – keeping control of the project versions

### Project Communication

- Communication planning – maintain communication throughout the project life cycle
- Achieving buy-in from project participants and stakeholders
- Understand how Microsoft® Project can support project communication

### Closing the Project

- Project completion and handing over the project
- Project performance review - lessons to be learned
- Post project activities

### Personal Development

- Review of your own project issues and concerns
- Creating a personal action plan throughout the programme

## EXTRA NOTES

*An equivalent course is available in Arabic. Please call us for details.*