

Introduction to Project Management

One Day Course

Course introduction

This intensive yet interactive one-day training course will teach you essential project management techniques, and is intended to familiarise you with common terms and tools so that you can manage projects more effectively.

Course Aims

Anyone with little or no knowledge of project management, but who has become involved with projects and needs to acquire a basic understanding of the tools and techniques to help them in their role should attend this course.

Course outline

Course content

- Defining Projects and Project Management
- Key Players
- The Benefits of Projects
- A Project's Life Cycle
- Phases of a Project
- Milestones
- Why Projects Fail
- SMART Goals
- Useful Charts
- Identifying What Really Needs to be Done
- Identifying Tasks
- Identifying Resources
- The Work Breakdown Structure
- Milestones
- Scheduling and Planning
- The Network Diagram
- Project Risks and steps to deal with risks
- Execution Phase
- Closing Out a Project

What will I learn

- Recognise when a project management approach necessary
- Know how to assess whether to go ahead
- Be able to structure, plan, monitor and control project
- Confidently identify and manage risks and changes
- Know how to complete projects in a controlled manner

Related courses: APM Project Management Qualification; Forefront Team Leader Development