

Fundamentals of Project Management

Duration: 3 Days

Description

This entry-level course provides a comprehensive overview of project management that focuses on applying the core principles to make better decisions, understand consequences and generate success. Relevant for any project in any area of business, the course covers the pragmatic skills and techniques necessary for effective project delivery.

As more and more business critical initiatives are being planned and executed as projects, it is essential that organisations are fully equipped with the skills, tools, working practices, processes and mind-sets such that projects can be clearly defined, realistically planned and effectively managed.

Delegates will learn how to

- Differentiate between project management and the operating environment
- Define the management structure by which projects operate
- Apply project management planning
- Describe project scope management
- Contribute to scheduling and resource management
- Apply risk management and issue management
- Define project quality management
- Manage communication in the project environment
- Recognise the importance of stakeholder management
- Explain principles of leadership and teamwork

Outline

Project Management and the Operating Environment

- Differences between a project and business as usual
- Purpose and core components of project management and the benefits of effective project management
- Programme and portfolio management
- Project environment and the PESTLE acronym

- Use and phases of a typical project life cycle and reasons for structuring projects into phases
- Roles and responsibilities of: project manager, project sponsor, project steering group/board, project team members, project office and end users.

Project Management Planning

- Purpose and the typical content of a business case, including benefits
- Purpose and production of a project management plan
- Stakeholders, stakeholder management and stakeholder analysis
- Estimating methods (including analytical, comparative, parametric), estimating funnel,
- Success criteria, success factors and the use of KPIs
- Purpose and benefits of project reporting
- Project scope management, including product and work breakdown structures and Responsibility Assignment Matrix (RAM) with RACI
- Configuration management and change control
- Different approaches to scheduling (including critical path analysis, Gantt (bar) charts, baselines and milestones)
- Resource management
- Procurement within the context of project management
- Risk management and issue management
- Project risk management process and the use of a risk register
- Issue and issue management and the use of an issue log

Communication

- Definition and methods of communication
- Barriers to effective communication
- The communication plan
- Leadership and teamwork
- Role of project team leader
- Teamwork models

Prerequisites

There are no prerequisites for this course.