

## Practical Project Management (2 day course)

### Training Description

This course is designed for those who need a practical "hands-on" approach to managing projects and includes a number of useful tools. Whilst the majority of the course deals with project management methodologies, the people side of projects is also included. Delegates are encouraged to think about their actual projects during the course as the various tools are applied.

### The Course Suits

All those managers and staff who are striving to improve project management performance and effectiveness.

### Training Benefits

- An understanding of how project work differs from normal daily work.
- An awareness of the key roles and responsibilities on a project.
- A step-by-step approach to starting up a project, which includes a project prioritising tool.
- A tool to manage project risks.
- Descriptions of key project documents.
- How to apply planning tools to identify the critical parts of projects.
- Methods to adopt which keep a project on track.
- Steps to close a project.
- Team exercises to explore both project methodology and project team dynamics.
- The opportunity to resolve delegate's project issues.

### Course Timetable

- **Day 1**

09:30 - 10:00	Coffee, introductions and personal objectives
10:00 - 10:30	What is a project and what are its pitfalls?
10:30 - 10:45	Project roles and responsibilities
10:45 - 11:15	Personal attributes of a project manager

11:15 - 11:30	Coffee break
11:30 - 13:00	Step-by-step approach to project start-up
13:00 - 14:00	Lunch Break
14:00 - 14:30	Team exercise
14:30 - 15:00	Project prioritising tool
15:00 - 15:30	Project initiation document
15:30 - 16:00	Case study

## **Day 2**

09:30 - 09:45	Review of progress against objectives
09:45 - 11:30 charts)	Planning tools. (Critical Path Analysis and Gantt
11:30 - 11:45	Coffee break
11:45 - 12:00	Estimating time and costs
12:00 - 13:00	Managing project risks
13:00 - 14:00	Lunch Break
14:00 - 14:30	Team exercise
14:30 - 15:15	Keeping projects on track
15:15 - 15:30	Bringing a project to a close
15:30 - 16:30	Delegates work on their real project issues
16:30	Summary & Action Plans Agreed