

Managing Successful Projects

Modern business increasingly relies on the individual's ability to manage different projects, often simultaneously. This form of management is replacing the more traditional structured company style in many different sectors. Using projects and a detailed interactive exercise, this course aims to develop the methodical skills necessary for a successful result.

Who Should Attend:

This course addresses the needs of staff who manage or get involved in the management of projects as part of their work.

What you will learn:

- How to define a project
- The roles of all those involved
- Project planning
- Understanding customer needs
- How to obtain commitment
- Project monitoring and control
- Managing changing requirements
- Teamwork
- An introduction to project control tools

Course Content:

- What is a project? Creating change. Key dimensions. Project phases
- Organising projects: The project manager. Assessing risk. Setting objectives. Preparation
- Baseline management: Detailed planning. Work breakdown structure. Project activity tables.
- Critical activities. Scheduling tasks. People and non-people resources
- Costing, estimating and budgeting? Money as a resource. Time as a resource. Effective budgeting.
- Controlling budgets
- Managing change: Planning for inevitable change. Making change happen. Approving change requests
- Managing conflict: Contradicting needs between the customer, the project manager and the project team.
- Good and bad conflict. Line management versus project needs.
- Measurement and control: Accurate record keeping. Forecasting. Eliminating the gap between desired outcome and actual outcomes
- Closing the project: Terminating a project. Handing over power. Post-project audits.
- Post-project appraisals

Duration: 2 Days

Code: MSP