

Successful Project Management

INTRODUCTION

Designed for project managers in both the private and public sectors who are responsible for the planning and execution of projects within their organisation and for those whose role requires them to lead teams in the process of innovation and change using the techniques of project management. The course examines project management in a variety of contexts and uses **practical exercises** and simulations to achieve its objectives.

COURSE OBJECTIVES

By the end of the course, delegates will have:

- **Learnt** how to define a project
- **Identified** the roles of individuals within a project team
- **Set** project objectives and measures of success
- **Planned** and organise projects more effectively.
- **Examined** the methods by which projects may be controlled and monitored
- **Developed** the skills of leadership and teamwork in project management
- **Reviewed** methods of how to manage changing requirements
- **Provided** solutions to the problems associated with managing projects
- **Confidence** to manage projects

COURSE DURATION: 2 Day Course

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COURSE CONTENTS

Defining the Project

The nature of projects
Choosing between alternative projects
The project life cycle
The phases of the project
The project team

Organising and Planning the Project

Project roles and responsibilities
Administrative organisation
Estimates and budgets
Task relationships
Gantt charts
The critical path
Network charts, PERTs etc
Milestones and constraints
Resources

Leading the Project

Project managers and leadership
Communication
Project teams
Motivating the team

Problem Solving

Identifying and analysing problems
Choosing solutions
Managing conflict

Project Monitoring and Control

Measuring progress and producing reports
Monitoring the budget
Project meetings
Control

Project Closure

Managing the closure
Project completion

Post project audit and appraisal

