



## Fundamentals of Project Management

### COURSE AIMS:

This programme gives detailed guidance and practical experience in planning, organising and controlling projects effectively, with particular emphasis on the delivery of results within time, budget and quality constraints.

### TARGET AUDIENCE:

Suitable for all

### PRE REQUISITES :

This course is for you if your work brings you into contact with projects either as a team leader or team member. It includes formal input as well as discussions to introduce you to the key concepts, principles, and terminology of project management. It will provide two practical exercises where delegates will be expected to work on their own particular (or nominated) 'project' and then provide feedback.

### COURSE CONTENT:

- Differentiate between project activities and line activities
- Identify the same principles of project management that can be used to deliver everyday tasks
- Describe the Project Management Life Cycle and the DPEC methodology
- Learn how to create, mobilise and organise an effective project team
- Produce a project document with a vision statement, project scope, boundaries and objectives and stakeholders.
- Identify different types of project progress communication required by each of the interest groups
- Recognise how to set up a risk management plan
- Demonstrate how to justify a project

### **Session 1**

- Project definition/methodologies
- Project life cycle
- Project managers' responsibilities/skills
- Scope, boundaries and setting clear expectations
- Stakeholder management and project approval

### **Session 2**

- Project planning
- Setting roles and allocation of work
- Work breakdown structures
- Activity – in node networks
- Milestones and task planning

### **Session 3**

- Project execution
- Controlling start
- Progress monitoring
- Change
- Reporting

### **Session 4**

- Project closure, project evaluation and lessons learnt