

Introduction to Project Management

Aim To equip those who are new to project management, with the knowledge and skills required to successfully manage small to medium sized projects

Objectives By the end of this workshop, participants will be able to:

1. Name the five key elements of any project
2. Describe how to successfully manage the four phases of a project
3. Explain how they can avoid the seven most common causes of project failures
4. Describe how to use project management tools to diagnose, minimise and manage risks
5. Produce a personal action plan based on the insights they have gained

Format

This workshop blends foundational principles and concepts with case studies

Overview

- Understanding the important differences between a task, a function and a project
- The five key elements of any project
- An exploration of the seven common causes of failed projects
- The four main phases of any project
- The fundamentals of project planning, monitoring and management
- How to define the project scope correctly
- How to identify and quantify the initial resources and inherent risks more accurately
- How to incorporate resource contingencies
- Identifying the skills required to obtain increased co-operation from others
- How to monitor and control a project effectively
- Participants will finalise their personal action plans

