

## Duration 2 days

Projects are a key aspect of all businesses. Projects cover a wide range of business areas from the development of new products, customer funded development programmes through to the implementation of business changes both large and small.

This course looks at the principles of managing successful projects considering both the techniques and methods employed and the managing of people aspects. The course is interactive with both discussion and practical exercises used to demonstrate the topics covered. Time is also allowed to consider the practical application within the delegates real work environment.

## Objectives

- Define and manage a project
- Describe the roles and responsibilities of people within a project environment
- Use project planning techniques
- Identify different types of risk
- Verify time and cost constraints

## Course Content

- **What is a Project**
  - Define the key characteristics of a project
  - Identify the key skills and qualities of a project manager
  - The project life cycle
- **Planning the Project**
  - Defining the project
  - Setting objectives
  - The project scope
  - Timescales
  - Risks and opportunities
  - Prerequisites and constraints
- **Activities and Dependencies**
  - Project activities
  - Activity analysis
  - Activity estimation
  - Dependencies
- **Tools to Help Control the Project**
  - Critical path analysis
  - Gantt charts
  - PERT diagrams
  - Project documents
- **The Project Manager**
  - Skills and responsibilities
- **The Project Team**
  - Assessing skills
  - Getting the best out of your team
  - Working with the team
- **Budgeting and Cost Control**
  - Cost budgeting
  - Cost control
- **Project Change Control**
  - Project change control system
  - Controlling change
- **Project Performance**
  - Measuring project performance
  - Reporting project performance
- **Planning and distributing information**
  - Communications planning
  - Distributing information
- **Project performance and conclusion**
  - Performance reporting
  - Concluding a project
  - Evaluating a project