

<p><b>Project Management</b></p> <p>Duration: 1 day</p> <p>Price: £270 + vat</p>	<p>This training course is designed to teach you excellent Project Management skills. Learn the skills required to successfully implement any project, within budget and on schedule.</p> <p>This course provides an introduction to the principles of Project Management. No prior knowledge of Project Management is assumed.</p>
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Book in conjunction with our 2-day **Microsoft Project** course for a comprehensive introduction to Project Management using the industry standard software. **Combined price £645 + vat (normally £715)**

#### **Principles and Definitions**

- Key principles for PM success
- What is a Project?
- What is Project Management?
- Terminology
- The Role of the Project Manager

#### **Defining Responsibilities**

- Roles and Responsibilities
- Responsibility Matrix

#### **Stakeholder Management**

- Stakeholder Analysis
- Stakeholder Planning
- Stakeholder Communication

#### **Managing Communications**

- Communication Plan examples
- Techniques

#### **Producing the Project Definition**

- Tips for writing a Project Definition
- What to include
- The approval process

#### **Managing Project Documentation**

- Types of documentation
- How to store it
- How to track approvals
- Naming standards

#### **Defining the Project Work**

- Setting Goals and Objectives
- Defining tasks and activities
- Brainstorming using Mind Maps
- Estimating time
- Creating a work breakdown structure
- Determining task dependences
- Determining task constraints
- Creating a Gantt Chart and Network

Diagram

#### **Managing Project Risk**

- Techniques to identify risk
- Creating a risk management plan

#### **Managing the Workplan**

- Updating the project plan
- Status meetings and reports
- Action items
- Dealing with issues
- Root cause analysis
- Cause and Effect analysis
- Managing the project team

#### **Managing Scope**

- Defining scope
- Process for managing scope changes
- Managing expectations

#### **Managing Quality**

- What is quality?
- Process to manage quality
- Resolving quality issues

#### **Managing Project Completion**

- Phase out plan and activities
- Phase out meeting
- Phase out questions

#### **Prerequisites**

There are no prerequisites for this course.