



Project Management

Overview

In the past few decades, organisations have discovered something incredible: the principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size. This course will give learners an overview of the entire project management process, as well as key project management tools that they can use every day.

Who this course is for

This course is intended for project managers, team members, senior managers or anyone who needs to strengthen their project management skill sets, those new to project management, or project managers seeking a refresher on fundamental project management knowledge, skills and tools.

Course outline

- Topic 1: Key Concepts (Part One)
- Topic 2: Key Concepts (Part Two)
- Topic 3: Initiation (Part One)
- Topic 4: Initiation (Part Two)
- Topic 5: Planning (Part One)
- Topic 6: Planning (Part Two)
- Topic 7: Planning Tools
- Topic 8: Maintaining and Controlling (Part One)
- Topic 9: Maintaining and Controlling (Part Two)
- Topic 10: Closing Out

"A work well begun is half ended." Plato

By the end of this course, learners should be able to:

- Define projects, project management, and project managers
- Identify the importance of the PMBOK and PMI
- Identify the five process groups and nine knowledge areas as defined by the PMI
- Describe the triple constraint
- Perform a project needs assessment and write goals, requirements, and deliverables
- Create key project documents, including the statement of work, project planning worksheet, and project charter
 - Build a project schedule by estimating time, costs, and resources
 - Understand and use the work breakdown structure
- Create project planning documents, such as a schedule, risk management plan, and communication plan
 - Use planning tools, including the Gantt chart, network diagram, and RACI chart
 - Establish and use baselines
 - Monitor and maintain the project
 - Perform basic management tasks, including leading status meetings and ensuring all documents are complete at the end of the project

√ Course Level	Short Course
√ Course Hours	8 hours
√ Course Standard Price	£85

Applies towards the following certificate(s) and award(s)

- Effective Managerial Skills Diploma
- HR Management Skills Diploma
- Professional Secretariat Skills Diploma

