

Course Title **Project Management**

Duration **5 Days Course**

Overview

Projects governance and structure are critical to the successful delivery, conduct and outcome of commercial projects. This module will address the actual application of methodology into real world project delivery. The content is based upon the requirements and understanding necessary for the delivery of technical, service and business change projects and programmes.

Delivery Method

Classroom, instructor led with case studies and syndicate exercises

Audience

The course is aimed at managers who are looking to develop the skills and knowledge to deliver large projects within specification and to manage real and virtual project teams.

Course Prerequisites

Background experience in managing staff, materials, timelines and budgets in delivering project objectives is essential; also experience in using Prince2 methodology would be beneficial.

Objectives

On completion of the course the students will be able to:

- Use project documentation to initiate and a guide project or programme.
- Define the stakeholders, their roles, and responsibilities and how the project leader interacts with them.
- Carry out risk assessment and develop a contingency plan.
- Develop a gantt chart to reflect an assigned scenario.
- Carry out purchasing and procurement in a commercial environment.
- Manage multiple projects with differing cycle points.
- Analyse successful project delivery to develop strategies for a successful outcome.

Content Headings What is a

Project?

Definitions of project types and description of issues faced in each
Project scenarios – definitions and characteristics of leadership requirements
Project teams- definitions and characteristics of leadership requirements
Building your team

Get the foundations right

Methodologies overview
Project Management tools
Gantt in depth

Getting underway

Project documentation
Purchasing and procurement in a commercial environment
Timelines - commercial time stealers and opportunities.
Risk – managing and reporting project risk
Contingency planning – where, when and how much?
Opportunity from risk
Multiple projects
Finance - project finance in the real world

Man management techniques overview

Project manager profiles
Project Management job market
Real Crisis management – tips/dos' and don'ts