



Project Management

...deliver on time and to cost and specification

Project management is not just about setting up a Gantt chart on your laptop. A successful project should be planned in collaboration not isolation. This programme will show you how projects as diverse as process improvement, client handling or improving customer services, can be successfully completed by combining soft skills with the hard techniques of project management. Discover how to empower and involve your people, overcome common reasons why projects fail and use project management techniques to implement change successfully.

Content

- Principles of project management
- Business and commercial aspects
- Project planning techniques
- Controlling projects
- Project team management

Features

- How to apply the 8 key principles of project management
- 12 easy to use tools and techniques to help plan projects
- Practical ways to shorten project durations
- 20 ways to keep projects on track
- How to manage risk and plan for contingency
- Techniques for gaining support and commitment

Organisations that have sent participants include:

Abu Dhabi National Oil Company, American Express, BP, Friends Life, GlaxoSmithKline, RS Components, Salford Royal NHS Foundation Trust, Speedy Services and UK Power Networks.

“An excellent couple of days. Extremely informative and the trainer was very knowledgeable and helpful. Looking forward to putting all I have learned into practice in my role.”

Kirsteen Duggan, Campaign Manager



Caledonian MacBrayne
Hebridean & Clyde Ferries

Duration: Two day course





Project Management

Day One

1. Principles of Project Management

- Project definitions
- Success and failure
- Lifecycles
- Project reviews
- Organisation
- Roles and responsibilities
- Skillsets
- Leadership
- Principles

2. Business and commercial aspects

- Business cases
- Ownership
- Business benefits
- Procurement

3. Project planning

- Project management plan
- Success factors
- Scope management
- Breakdown structures
- Scheduling
- Estimating
- Networks and charts
- Resources
- Risk management
- Stakeholder management
- Communication plans
- Quality management
- Project Compression

Day Two

4. Controlling projects

- Where to focus control
- Change control
- Project issues
- Project reports
- Handover and closeout

5. Project team management

- Project teams
- Teamworking
- Managing a project team

