Online Basics of Project Management

Course Aims

This **Online Project Management Training Course** will show you the essential components required for planning and managing projects effectively using simple tools and structures.

By the end of the session, attendees will:

- Describe the difference between managing a project and everyday tasks and use standard project terminology with confidence
- Define the roles, skills and qualities of an effective project manager
- Define the scope, outcomes and measures of the project
- Create a realistic and achievable project plan using appropriate techniques
- Identify and manage risks
- Implement the plan to bring the project to a successful conclusion, using appropriate work breakdown, scheduling, monitoring and closure techniques

Course Content

- What are projects?
- The project manager
- Project methodology
- Planning and initiation
- Project planning
- Managing risk and issues
- Closing the project

Session Breakdown

Projects
- Defining a project
- What makes a successful project?

The Project Manager
- The role of the Project Manager
- Skills and behaviours of an effective Project Manager

Project Methodology
- The project management lifecycle
- The benefits of using project methodology

Planning and Initiation
- Building a business case
- Project Initiation Document
- Project Roles and Responsibilities
- RACI Matrix

Project Planning
- Planning Tools
- Planning Exercise
- Execute, Monitor and Control

Managing Risks and Issues
- Identifying Risk using PEST and SWOT

Closing the Project
- Bringing the project to a successful close

Delivery Options

Virtual In House
We can deliver this course as a virtual online training course for your business

Contact us for a quote to have this course delivered in-house.

Online Open Course
We deliver this course as an online virtual open training course.

Each space costs £195.00 + VAT/€215.00 per person

Course Information

This is a **one day online** training event that Revolution Learning and Development deliver as a virtual online training course or virtual in-house training course.

When we deliver this course in house, we can make this more bespoke to your needs.

To discuss your individual needs, email hello@revolutionlearning.com or call us. If you're in the UK it's 03333 444575 and if you're in the ROI it's 015549779

Booking terms and conditions are available on our website.