



Project Management

Course Aims

This workshop will show you the essential components required for planning and managing projects effectively using Prince 2 methodology and mapped to standard terminology and structures

Course Objectives:

By the end of the workshop you will be able to:

- Understand 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
- Understand the value of using resources appropriately and demonstrate how to manage resources to achieve the desired outcome
- Review success and apply lessons learned

Who should attend?

Anyone who is new to project management or would like a refresh on project management approaches

Price

Delivered as an in-house course only. Please contact us for costs.

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 Risk and Issues

- Identifying Risk using PEST and SWOT

Closing the Project

- Bringing the project to a successful close

Course Information

This is a one day training event that Revolution Learning and Development deliver on an open basis at locations across the UK. We can also deliver this event at or in close proximity to your organisation if this is required.

If you chose to have us deliver this specifically for your organisation, we can make this more bespoke to your needs.

The cost of our open courses includes the learning materials, refreshments during the day and lunch.

If required, we can also arrange accommodation at or in walking distance from the venue. Please contact us to arrange this.

To see prices and when and where we are next running this event or to book, visit our website www.revolutionlearning.net or call 03333 444 575

Or, to discuss your individual needs, email contact@revolutionlearning.net or call us on the number above.

Booking terms and conditions are available on our website.