



**LEARNING+DEVELOPMENT
PARTNERSHIPS**

SUPPORTING ACHIEVEMENT AT WORK

Project Management – Programme Overview

Target Audience

Managers, project leaders, or any employee involved in a project planning process.

Purpose

To enable participants to explore and practise the skills, tools and techniques necessary to effectively plan and implement projects.

Outcomes

Delegates will be able to: -

- Identify how to create a project plan to maximise the likelihood of completion to cost, quality and on time
- Recognise the disciplines necessary to ensure the planning process is flexible and thorough
- Appreciate the need and techniques to gather and organise information effectively
- Utilise tools and techniques to utilise information fully and effectively
- Identify sources of help and support
- Demonstrate ways on involving all people necessary to ensure the ownership and effective implementation of a project plan
- Commence the process of project planning with greater confidence.

Content

- Overview of project management process and techniques
- Tailoring tried and tested approaches to different projects
- Setting up a project management team and supporting processes
- Diagnosing customer/organisation requirements and agreeing a clear success criteria
- Establishing measurable end goals and interim quantitative and qualitative milestone measures
- Managing to a critical path and planning to the appropriate level of detail
- Identifying and managing risks
- Setting up information sources and systems for monitoring performance against milestones
- Exploring available tools and techniques.

Duration

Two days from 0900 – 16.30