

Discovering Project Management (PM1)

Seminar Outline

Principal objective

To enhance participants' understanding of the concept of project management, and to enable them to effectively implement the knowledge, process and skills to manage projects to successful completion.

Designed for individuals who

- Require a better understanding of how to manage a project of small to medium size.
- Have recently been given the task to manage a project.
- Need a refresher of project management skills.
- Are preparing for the position of Project Manager.

Duration

Three days plus structured evening review and preparation.

Assignments

Three follow-up assignments over nine months. The assignments are designed to help participants gain maximum benefit from their learning on the seminar by applying it in their working environment.

Investment

Seminar pre work

- Give your present understanding of how to perform a successful project.
- Define a project that you want to deliver successfully. The project must include a number of people to accomplish delivery of a multiple set of tasks.
- Write down what steps you would take to plan and execute delivery of your project.
(300 words)

Discovering Project Management (PM1)

Seminar Outline

Learning outcomes

As a result of successfully completing the seminar pre-work, participating fully in the seminar, completing the assignment program, and applying the skills, knowledge and attitudes learnt with appropriate on-job coaching, participants will be able to:

Outcome	Tools
Understand the principles of a project.	<ul style="list-style-type: none"> • Project phases • Project management
Define a project with clear objectives.	<ul style="list-style-type: none"> • Mind mapping • Specifications
Identify project building blocks and putting them together.	<ul style="list-style-type: none"> • Work breakdown structure • Estimating • Quality
Plan projects in a logical way.	<ul style="list-style-type: none"> • Task lists • Prioritising • Project schedule
Cope with project changes.	<ul style="list-style-type: none"> • Risk checks • Change control • Cash problems
Handle authority and delegate responsibility to others.	<ul style="list-style-type: none"> • Meetings • Responsibilities • Communication
Check how a project is progressing.	<ul style="list-style-type: none"> • Progress measuring • Progress schedule • Progress reports
Successfully complete a project.	<ul style="list-style-type: none"> • Project acceptance • Follow up