

## **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)

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