

Project Management Techniques – 2 days



Course Objectives

To enable those involved in project management to learn and practise the techniques and skills which will contribute to successful achievement of project objectives.

Prerequisites

All business managers who are responsible for the achievement of project objectives (e.g. developing or launching new products, moving premises, installing a new computer system, etc).

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Course Content

Projects and project management concepts

- Characteristics of project work
- Project management roles
- The project management life cycle

Project inception and the business case

- The inception phase
- The business case
- Investment appraisal techniques
- Benefits realisation

Project definition

- Project goals, objectives and scope
- Project structure
- Project organisation and responsibilities
- Communication plan
- The project definition workshop

Risk management

- Identification of risk to the project
- Analysis of risk
- Actions to reduce risk
- Monitoring and controlling risk

Project Planning

- Products, activities and dependencies
- Estimating effort and duration
- Contingency allowance
- Project costing
- Management decision points

Project monitoring and control

- Quality in a project environment
- Change control and configuration management
- Progress and cost control
- Managing issues
- Taking corrective action

Project completion

- Handover and acceptance
- Project review and lessons learned
- Project close
- The post-implementation review