



01455 550622 | [info@focus4training.com](mailto:info@focus4training.com)

## Project Management

**Audience:** Anyone new to project management who wants an effective introduction to its basic principles

**Prerequisites:** None

**Course Duration:** 2 days

**Course Level:** Beginners & Intermediate

Many companies are realizing that the traditional project management principles are no longer applicable in today's extremely dynamic and demanding environment. A fixed approach of planning is no longer a good method since it is very difficult to anticipate everything in advance and respond to it in the plan. Instead, more *agile planning methods* are required to accommodate for changing markets, technology and resources over the course of a typical project.

As a result, new project managers must be systematically thought on best practices and established management techniques. In this course, you will understand the role of project manager as a broker of information. The emphasis here is on the day-to-day running of a project as opposed to leading a team using emotional skills. You will learn how to manage time, resources, cost, risk and quality using a variety of practical hands-on exercises.

By the end of this course, participants will be able to:

- **Manage** resources of your project
- **Monitor** the progress of your project against targets
- Use **Work Break Down Structures (WBS)** to plan a project efficiently
- Handle team members and **motivate** your team
- Boost **creativity** systematically
- Manage efficient **meetings** to increase efficiency
- Maintain **rapport**
- Manage **change** to project requirements

See the following page for more detail on what you will learn on this course.

## Project Management

In this highly practical course you will cover the following modules:

### Mission

- Differences between a project and your daily tasks?
- Project Management versus Team Leading. Setting up project objectives and constraints
- Identifying scope and ultimate goals. Stakeholders and clients roles in project objectives

### Project Planning

- Project life cycles & planning models
- Introduction to planning tools. Work breakdown structures
- Deliverables. Estimating time and cost
- Resource allocation and management
- Setting up Gantt charts . Precedence networks. Risk management
- Creating contingency plans . Effective documentation system

### Project Progress Monitoring

- How to monitor performance and measure progress against objectives
- How to keep track of new issues as they are discovered and eliminating them
- Effective decision making. Quality control procedures

### Handling Clients and Stakeholders

- Effective communications. Influencing key people
- Keep your clients updated. Manage requests for change

### Handling Team Members

- How to give effective feedback. How to have a productive meeting
- How to maintain rapport with team members
- How to motivate the team and keep them committed to the project's mission
- How to boost creativity

### Meaningful Meetings

- How to manage a meeting to get everyone's input. How to capture what is discussed
- Effective brainstorming. Meeting frequency

### Project Close

- Stakeholder Acceptance. Final documentation before closing down
- Marketing