

Project Management Basics

For those in a project management role without formal training in project management
| 2 days

Participants will have learnt effective project management principles, processes and practices, including both the planning/control and people skills needed to achieve effective outcomes.

Course Objectives

On completion of the training, participants will be able to:

- Apply key project planning principles to their projects
- Get the right people, effectively manage performance and build the project team
- Properly monitor and control the progress of projects and manage/minimise the risks
- Work towards win-win outcomes when negotiating, and helping people deal with change
- Apply key leadership practices to get the best out of their project team and others

Key Content

DAY ONE

Introduction

- What is a project? What is project management?
- Why projects fail – and succeed
- The Triangle of Balance
- Responsibilities of the project manager
- Project stakeholders
- The project life cycle

Project Planning

- The business need
- Scoping the project
- Deliverables
- Work breakdown structure
- Estimates
- Contingency and risk assessment
- Scheduling

Building an Effective Project Team

- Getting the right people
- Building the project team
- Managing performance

DAY TWO

Getting Win-Win Outcomes

- Communicating effectively
- Principled negotiation
- Helping people deal with change

Project Control

- Project control – basic concepts
- Status reporting
- Change control
- Contract management
- Post-implementation review

Project Leadership

- Leadership versus management
- Key leadership practices

Skills Practice

- Case studies and skills practice