Introduction to Project Management

Designed For

Those wishing to gain a broad understanding of the principles of project management and apply their learning to make a positive contribution to any project. The course will introduce you to project management concepts and key terminology.

Aim

By the end of this course, you will understand how to:

- ✓ What project management is and how you can apply it in your own workplace
- ✓ What the key components of successful projects are
- ✓ What the role of the project manager is
- ✓ How to tackle issues and risks that emerge during the project life cycle
- ✓ The human aspects of project management
- ✓ How to develop a personal action plan for continued development in the workplace

Content

Project Management – Getting Started

- ➢ What is a project?
- ➢ The business case
- ➢ Organisation and governance
- ➢ Project roles

Project Life Cycles

- ➢ Concept
- ➢ Definition
- ➢ Implementation
- ➢ Handover and closeout

Risk Management

- ➢ Issues and risks
- ➢ Risk log/register
- ➢ Dealing with risk

People Issues

- ➢ Project communications
- ➢ Teamwork
- ➢ Leadership

Personal Development

- ➢ Prepare and develop a personal action plan to support your return to the workplace

Duration: one day