

Introduction to Project Management

Suitability

This programme is designed for owners, managers and employees who require a degree of understanding of project management beyond a superficial level without the expense of undertaking a longer course.

Aims

This short course will help those new to project management to lead and/or contribute to projects more effectively.

Objectives

Projects are how organisations make things happen. Projects deliver changes that improve services to customers, increase operational effectiveness and process change. Staff in all types of roles participate in projects, so what exactly is project management?

The objectives of this short course are to give you an overview of project management and take you through the cycle of a project, from early conception and defining the scope through to the evaluation and lessons learned.

Content

You will focus on the harder skills required in project management rather than the softer skills of influencing people or communication.

You are taken through the stages of a project and what is required at each stage:

- Defining a project
- Creating the business case
- Planning the project
- Implementation and control
- Completion

You will also be introduced to important performance factors including scope, risk and quality management and the importance of capturing lessons for action on future projects.

Learning Outcomes

After completing this course, you should be able to:

- Define project management and articulate the role of the project manager.
- Understand the factors that contribute to a successful project outcome and why a project may fail.
- Be conversant with the words and language associated with project management.
- Identify areas of further personal development to enhance your skills as a project manager.

Learning Style

The course is classroom based with a mix of tutor presentations and individual exercises.

Assessment Method

A closed book multiple choice question and answer paper.

Programme Duration

This programme is run over 2 day.

Costs

Members £400

Non-Members £800