

Project Management Fundamentals

Projects and their management are a common feature in today's business world. Projects have even assumed their own language! This programme will help you tell the difference between a 'milestone' and a 'dependency' and look at what the implications of a 'critical path' are.....



Who is it for?

Anyone new to the world of project management will benefit from gaining an understanding of the language, jargon and responsibilities of a project manager and their team.

Benefits

From attending this course people will be able to:-

- Understand the language of project management
- Explain Project Life Cycles – the different phases
- Plan a project using a logical sequential process
- Identify the project stakeholders and determine a communication strategy
- Identify steps for efficient resource management within the project plan, constraints and deadlines
- Monitor and report on project progress.

Content

- Introduction to Projects: description, characteristics and purpose,
- Balancing the Time, Cost, Quality considerations
- Project Stakeholders including the Project Sponsor, Project Manager; roles and responsibilities
- Project Life Cycle from inception to completion and review
- Planning the project, resources and deadlines
- Critical Path Analysis (CPA) and Work Breakdown Structure (WBS)

This list is not exhaustive so please talk to us if you don't see what you are looking for

Why X Learning?

Our training avoids the 'dull and boring' tag. We make this subject lively, fun, interesting and above all relevant by:

- Drawing learning from day to day events within the business
- Allowing participants to directly reflect on the organisation and the job they do
- Incorporating high levels of interactivity, for example:
 - Running light hearted but focussed business games
 - Using live company data where possible
 - Providing realistic case studies
- Cutting out the jargon and keeping things simple
- Encouraging group work
- Catering for different learning styles and providing multi sensory input

Programme length options; half day or full day depending upon your requirements

To discuss **call** Mike on 07899 728 628 or David on 07984 817 328
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