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An Introduction to Project Management

The course is designed for people who get involved in the management of projects as part of their work. It is an introductory course for those new to the project management process. Business today relies more and more on this approach to management and the course aims to equip people with the basic tools and techniques necessary to manage projects successfully. The event will be delivered by way of trainer input, discussion and practical exercises.

Course Objectives

By the end of the event delegates will be able to;

- Define a project and set objectives
- Plan a critical path to project conclusion
- Breakdown of tasks into manageable bites
- Gain an understanding of stakeholders and their roles
- Gain commitment and remove barriers
- Appreciate mechanisms for monitoring and control
- Manage change, operate change control and risk assessment
- Use quality management tools

Course Content

(Can be adjusted to accommodate existing knowledge and experience)

Applying an operational definition, examination of parameters, context and the different phases in the life of a project

Managing conflict and change, balancing the needs of different stakeholders

Budget considerations (both time and money), who has the power and influence

Project structure, roles and responsibilities, setting objectives and defining checks, standardising process, flow charting and progress reviews

Detail of critical path process, communication issues e.g. responsibility matrices, Gantt charting, scheduling of tasks, quality management tools

Costing, monitoring and managing budgets

Transition arrangements at the end of the project life. Handover to normal running, post project appraisal/audit

Presentation skills

