

Project Management

This **two day** course takes participants through all aspects of project management and provides in depth examination and practice of a specific scoping and planning toolset.

The course aims to provide survival skills in project management and the foundation concepts and processes. Participants work through the application of these processes and tools to a case exercise and also to a personal project, using a "Complete Project Document" which is also provided after the course in electronic format.

Includes comprehensive workbook, template booklet, checklist and electronic templates.

Target Audience ➤ For project managers or those who are involved in project teams, wanting to develop their knowledge and skills in project management.

➤ Course Outline

Fundamental Concepts of Project Management

- Definition of Project — What is a Project?
- Definition of Project Management
- Fundamental constraints — time, cost & performance
- Projects vs Processes
- Project & project management performance—how does it measure up?
- Characteristics of projects – personal experiences
- Project Management methodologies/frameworks

Project Management Lifecycle

- What needs to happen by when, to effectively manage a project?

Establishing Governance

- Roles, Mechanisms and Context
- Key decisions
- Strategic frame/context for projects
- Overall constraints
- Key Reporting requirements

Initiating Projects

- Stakeholder analysis: Defining requirements and success measures
- Specifying the Project: Defining scope and boundaries; Defining results, deliverables and outcomes (and the business case)
- Defining Tasks and the Work Breakdown Structure (WBS)

Planning Projects

- Budgets and Cost Management: Detailing costs/budgets and procurement strategies; Identifying resource requirements; Establishing budgets, resource schedules and S-curves
- Scheduling and Time Management: Activity sequencing; Duration estimating; Schedule development; Critical Path; Setting milestones; Using software
- Establishing project teams & assigning responsibilities: Identifying roles and responsibilities; Team development tasks
- Generating and creating certainty: Quality planning and management; Risk planning and management; Communication planning and management
- Base-lining

Executing and Controlling Projects

- Progress Tracking and Reporting
- Stakeholder/Relationship Management
- Change Management
- Managing Meetings

Closing Projects

- Administrative Closure
- Finalisation Reporting
- Learning Lessons/Continuous Improvement

➤ Course Objectives

At the end of the course participants will be able to:

- Comprehensively define a project and project management
- Outline and apply a project management framework or methodology
- Identify what is required in order to manage projects that are complete, on time, within budget and that achieve desired results
- Describe and establish the elements of project governance
- Identify specific stakeholder expectations and success measures
- Apply a range of tools and techniques that are appropriate to the needs and requirements of the project — particularly in the areas of scoping and planning projects (Scoping tools including stakeholder analysis, objectives and the work breakdown structure; Planning tools including budgets, schedules, risk plans, responsibility assignments, and communication plans)
- Identify and complete relevant project management documentation



This course is a registered program with the Project Management Institute (PMI) and is endorsed by the Australian Institute of Project Management (AIPM).