

# Project Management

## Course objectives

- ◆ Know how to organise the project for success and initiate start up;
- ◆ Apply planning and control techniques to your projects;
- ◆ Understand project management methodology in overview;
- ◆ Understand the role and skills of the successful Project Manager;
- ◆ Understand how to close a project effectively;
- ◆ Know how to adapt good practice to smaller projects;
- ◆ Plan action to apply best practice in project management.

## Course Programme

0900	Assemble over coffee
0915	Objectives and introductions
0930	Project management in context
	Components and process
	Project organisation
	Project roles and responsibilities
	Plans – the brief and the ‘PID’
	Start up and initiating the project
	Lunch
	Managing delivery of the project
	Managing quality in the project
	Managing risk in the project
	Managing change in the project
	Managing controlled closure of the project
1645	Plenary review and action plans
	Evaluation and close