

Project Management - 2 day

Course objectives

- ◆ Know how to organise the project for success and initiate start up
- ◆ Apply a variety of planning and control techniques to your projects
- ◆ 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 - day 1

0915 Assemble over coffee
0930 Course objectives and introductions

Session 1 **Project Management rationale**

- What is a project?
- Factors that dictate success or failure
- Standards of good practice

Session 2 **Good practice overview**

- Components
- Processes
- Case study exercise

Session 3 **Organising the Project**

- Roles and responsibilities for success
- Possible pitfalls
- Application to your projects

Lunch

Session 4 **Planning the project**

- Project Briefs
- Project Initiation Documents
- Levels of planning
- Stages and stage management
- Application to your projects

0430 **Close of day 1**



Day 2 of 2

0915 Assemble over coffee

0930 Review of day 1

Session 5 **Quality Management**

- Defining products and deliverables
- Quality assurance and quality control
- Aspects of quality management
- Application to your projects

Session 6 **Risk Management**

- Tools and techniques
- Application to your projects

Session 7 **Project Monitoring and Control**

- Controlled start up
- Controlled progress
- Controlled close
- Planning and control tools
- Highlight reporting
- Application to your projects

Lunch

Session 8 **Change Management and control**

- Exception and issue reporting
- When to apply plans and action

Session 9 **Configuration Management**

- Document and version control
- Library and logs

Session 10 **Course Review**

- Summary and discussion
- Action Planning
- Learning from the programme

0430 Programme close