

Project Management Fundamentals

Duration

2 days

Attending this practical course will give 'accidental project managers' the skills and tools to identify the phases of a project, manage stakeholders, conduct a risk analysis, use a variety of scheduling techniques and apply change (variance) control.

Aligned to the global standard for project management theory – the Guide to the Project Management Body of Knowledge (PMBok), you will gain an understanding of best-practice project management theory, processes, tools and techniques.

Participants will also get a chance to practice applying fundamental tools – such as developing a Work Breakdown Structure – in small teams with the support of an experienced facilitator.

Topics covered

- Fundamental project management theory, terminology, concepts and processes
- Characteristics of a project – what makes them different to “business as usual” work
- The project life cycle and ten knowledge areas outlined in the PMBoK
- Key project management documents and the purpose and timing of each
- Key concepts applicable to all projects
- Initiate a project and develop a Project Charter
- Define the scope using a Work Breakdown Structure
- Develop a project schedule
- Allocate work to team members using a responsibility matrix
- Communicate and develop a Project Status Report
- Identify and manage stakeholders
- Close a project and develop a Post Implementation Review (PIR)

“I absolutely loved this course. Not just the tools being presented, but being able to apply them to real-life projects during the course gives me confidence in applying the concepts at work. An eye opener and a really positive experience for me.”

Mark - Finance Manager