

FUNDAMENTALS OF PROJECT MANAGEMENT COURSE OUTLINE: 2 DAYS

For all staff who require a better understanding of the principles of project management.

OBJECTIVES	
<ol style="list-style-type: none"> 1. Understand the stages of Project Management 2. Appreciate how to initiate and manage projects in an effective and efficient way 3. Learn how to monitor variances and take corrective actions as and when required 4. Create a personal development plan from the session 	
CONTENT	
<p>SESSION 1: Introduction</p> <ul style="list-style-type: none"> ▪ Introductions ▪ Course objectives ▪ Housekeeping ▪ Overview 	<p>SESSION 4: Estimating Time and Cost</p> <ul style="list-style-type: none"> ▪ Cost Approval ▪ Estimating guidelines for time, cost and resources ▪ Factors influencing the quality of estimates
<p>SESSION 2: Project Organisation</p> <ul style="list-style-type: none"> ▪ Defining Project Management ▪ The importance of effective project management ▪ Project Management structures ▪ Project Management documentation 	<p>SESSION 5: Project Implementation and Delivery</p> <ul style="list-style-type: none"> ▪ Risk and issue management ▪ Contingency management ▪ The change control process ▪ Dealing with conflicting demands and priorities ▪ Running effective project team meetings ▪ Project status reporting and communication
<p>SESSION 3: Project Planning and Prioritisation</p> <ul style="list-style-type: none"> ▪ Defining the project - checklist ▪ Establishing project priorities and trade-offs ▪ Creating the tasks and sub-tasks ▪ Constructing a project network – critical path ▪ Assigning responsibilities ▪ Sequencing and scheduling deliverables 	<p>SESSION 6: Summary</p> <ul style="list-style-type: none"> ▪ Summary ▪ Q&A session ▪ Action planning ▪ Evaluation

TO BOOK A PLACE ON THIS COURSE OR FOR FURTHER INFORMATION, PLEASE CALL THE HJS PEOPLE TEAM ON 02380 234222.