



## Project Management Training

### Project Management Training Course Information

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**One Day Course from 9.00 am to 4.30 pm**

#### Target Audience & Purpose

This course will benefit anyone who manages or coordinates projects in the workplace and beyond.

#### Overview

This workshop will give you an overview of the entire project management process, as well as key project management tools, developed from large-scale projects, that you can apply to projects of any size.

#### Course Inclusions

- Comprehensive learning materials incl. exercise files
- Post course telephone support
- 'Certificate of Attendance' on completion of course
- Light lunch plus morning & afternoon tea

#### Learning Outcomes

By the end of this course you will be able to:

- Define projects, project management and project managers
- Identify the importance of the PMBOK and PMI
- Identify the five process groups and nine knowledge areas
- Describe the triple constraint model
- Perform a project needs assessment
- Create key project scoping and planning documents
- Build a project schedule by estimating time, costs and resources
- Understand and use the work breakdown structure
- Use planning tools including the Gantt chart, network diagram and RACI chart
- Establish and use baselines
- Monitor and maintain the project
- Perform basic management tasks, including status meetings and successful project close.

### Project Management Training Course Content

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#### Key project management concepts

In this module we define project and project management, and clarify the role of project managers. We introduce the phases of a project life cycle, and the key knowledge areas that are crucial to the project management process.

#### Initiation phase

Initiation is where the project starts to take shape. The project team creates a plan to accomplish the objectives with the time and budget available. In this module we also look at key project documentation arising out of the initiation phase.

#### The planning phase

It's time to plan the nuts and bolts of your project. In this module you'll learn how to create a work breakdown structure, use tools such as Gantt Charts and Network

Diagrams, and apply strategies such as managing expectations, contingency planning, risk identification and communication planning.

#### Implementation and monitoring

It's now time to get to work and put your plans into action. Establishing a baseline and monitoring progress are key aspects of this stage. Ensuring accurate reporting, as well as troubleshooting problems and issues as they arise, will enable a successful project completion.

#### Closing the project

You've reached the point where all the tasks in your project plan have been checked off: the widget is built, the advertisements are on TV, and boxes are being shipped to customers. Before you consider the project complete, however, there are a few more things to be done to finish off and to learn from the experience.