

Project Management Survival Guide 2-Day Course

Overview

A fast-moving, highly interactive 2-day workshop, covering the Project Management Process from start-up to close-out. It covers tools, techniques and skills of Project Management and is delivered by an APM qualified, experienced Project Manager. The delegates move from beginner level to competence in recognised techniques. Delegates are encouraged to challenge and explore the material using their own experiences.

Day One

- Introductions, objectives and an outline of the course
- Kicking Off On The Right Foot
- A fast, fun and illuminating project simulation
- The 8-Step Process Model for project success
- Objective Setting
- Scoping Projects using Work Breakdown Structures
- Planning Projects Using Network Analysis

Day Two

- Stakeholder Management - The people, politics and project teams
- Planning and Resource Scheduling
- Contingency Planning
- Reporting, Control and Measuring Success
- Controlling Change
- Project Close-Out and Post Project Review

Who Should Attend?

Managers and team members of small and medium sized projects; the inexperienced, or those with experience but no formal training on projects will all benefit. This workshop is particularly suited to those who are (or will be) significantly involved in Projects and are ready to invest 2-days of their valuable time to make sure they get it right.