

## Project Management Taster Session

### Duration:

Half day

### Objective

Project management is essentially about the careful management of three factors; Time, People and Money. This half day practical programme provides an overview of the principles of Project Management; what it is, when project management principles should be applied and the tools and techniques that can be used to control both small, medium and large sized projects.

### Contents

By the end of this course delegates will understand and be able to adequately explain how the following aspects relate to the effective management of projects:

- Principles and definitions
- Roles and responsibilities
- Introducing Project Stakeholders
- Communication plan examples
- Tips for writing a project definition
- Types of documentation used
- Understanding goals and objectives
- Introducing 'risk'
- Looking at a project plan

### Who should attend

Delegates will benefit from understanding the essential tools and techniques for running a project effectively. This taster session is ideally suited for anyone who has a desire to understand more about the concept of Project Management and may be about to embrace responsibility for running their own project or projects.

### Course benefits

- Learn how to achieve clarity at the outset of a project
- Understand how to structure a project and plan for success
- Understand proven tools and techniques to meet project objectives on time and within budget
- Appreciate the usefulness of computers in managing projects

### Additional information

Delegates will benefit from learning the essential tools and techniques which are used for running a project effectively. This course prepares delegates for learning additional project management skills; managing people, managing time and managing budgets in projects.

### Certificates

All delegates who successfully complete this course will receive a certificate of attendance.

### Trainers background

The trainer for this course has extensive experience in design and delivery of project management training. They have been successfully delivering training to both public and private sector organisations for over ten years and previously held a number of senior management positions in industry.