



4D Group

Project Managing: Introduction

Who would benefit?

For those wishing to exercise greater understanding and control of the projects they are managing.

Objective

This course is designed for individuals new to Project Management. It covers concepts, terminology and the core disciplines of effective Project Management. At the end of the course delegates should be sufficiently confident to proceed with training in the use of Computer based Project Management tools.

Content

What is a project?
Project management defined.
Project management problems encountered by delegates.
Planning & preparation.
Controlling change.
Project structure.
Organisational issues.
Overseeing.
The project board.
Project breakdown.
The project plan.
Project stages/phases.
Checklists.
Project plan preparation.
Estimating.
Validation.
Dependencies.
Milestones.
Risk identification and analysis.
Exception planning.
Resource allocation & management.
Resource levelling.
Project control and reporting.
Recording progress.
Configuration control.
Change control.
Quality.
Project management tool.

Pre-requisites

As this course is intended as a primer for introduction to PC based tools, delegates should be familiar with Windows, basic word processing and spreadsheet usage.

Duration

One Day

Minimum Numbers

Two delegates