

Practical Project Management - 1 day



Pre-requisites

There are no pre-requisites for this course.

Description

Do you need?

- Practical skills in project management
- A “how to” guide for moving a project from conception to completion

This course provides a simplified approach to project management that is based on both PMBoK® and PRINCE2® methodologies. This is a practical course where participants will use and develop a range of project documentation as they move through a project scenario.

Aim

The aim of this course is to provide participants with the skills, knowledge and practical expertise to effectively start, plan, execute and close projects in a controlled manner.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Define the basic project lifecycle and understand common project management terminology
- Develop a project charter to gain initial approval to a project
- Develop a project plan including scope, work breakdown structure, timelines, costs, role and responsibilities and other details of how the project will be managed
- Formulate a risk management plan for a project
- Provide support for project team members, especially with regard to specific needs, to ensure that the quality of the expected outcomes of the project and documented timelines are met

- Implement and monitor plans for managing project finances, resources (human, physical and technical) and quality
- Understand how projects enable organisations to effect change
- Close the project effectively including reviewing project outcomes and processes against the project scope and plan and document lessons learnt from the project

Topics Covered

Key topics covered on this course include:

Introduction to Project Management

- What is project management?
- What is a project?
- The project lifecycle

Define a Project

- Start a project
- Project stakeholders
- Project Charter templates

Develop a Project Plan

- Plan the project and develop a project schedule
- Work breakdown structure (WBS)
- Task relationships
- Using lag and lead time and critical path
- Estimating resource requirements
- Project scheduling tools
- Quality and Risk management
- The Project Management Plan

Administer and Monitor a Project

- Develop the project team

Finalise and Review a Project

- Complete Financial records
- Review project outcomes
- Valuate the project team and its performance
- Was the project a success or a failure



www.wct.com.au

Canberra Level 1, 15 Moore Street, Canberra City, ACT, 2601 Phone: 02 6162 2929 Fax: 02 6162 2928

Melbourne Level 6, 446 Collins Street Melbourne VIC 3000 Phone: 03 8060 4555 Fax: 03 9642 0150