



# INTRODUCTION TO PROJECT MANAGEMENT

## Introduction

This course is intended to introduce the basic concepts and techniques of project management for individuals who are just taking up the role in a project for the first time. The course is suited to staff from all backgrounds and assumes no previous knowledge of project management.

The course will help you to manage a small project or be part of a project team that is delivering a larger project. It will also help you to come to terms with the vocabulary and processes that support effective project delivery.

There is nothing mystical about project management, it has been around since time began, and is simply a way of organising work that needs to be done in an effective and proven manner.

## Course Benefits

Individuals who have attended the course will be able to:

- Explain what a project is and why project management is valuable
- Describe the basic project structures and the roles that you would normally find in a project
- Describe the project lifecycle and how the stages are fundamental to good control and successful delivery
- Develop a basic project plan using product based planning techniques
- Use the basic vocabulary of project management
- Assemble a basic business case which includes benefits measures
- Use basic risk management techniques to identify potential dangers that can prevent successful delivery
- Develop a simple communications plan after undertaking stakeholder analysis
- Understand the importance of:
  - Obtaining a mandate for your project and what a mandate looks like
  - Completing and getting sign off of a "Project brief" which specifies the objectives of the project
  - Completing and getting sign off of a "project initiation document", ensuring that the detail included is fit for purpose for the size of project you are delivering.
- Explain the importance of "keeping it simple" for small projects and the role of PRINCE2 in a project management environment.



## About Aspire Europe

The case for using Aspire Europe is compelling; we are an Accredited Training organisation by APM, C4CM and The APM Group and an AXELOS Limited accredited consulting partner. Our trainers include mainly practicing consultants who have achieved Registered Consultant status. Aspire Europe Ltd also provided the Lead Author for the 2007 and the 2011 versions of Managing Successful Programmes.

We constantly strive to offer refreshing courses, material and examples to the market and provide interesting and stimulating events.

**Duration:** 2 days

**Pre-Requisites:** None

**Public Event:** Public courses are based around the case-study scenario that is used for the Practitioner examination.

**In-House Event:** Can be tailored around a current programme or planned programme to help with planning or transition.

**Public Event:** Price on application

**In-House Event:** Price on application

For more details please contact us

**01275 848099**

Email: [theacademyteam@aspireeurope.com](mailto:theacademyteam@aspireeurope.com)

Web: [www.aspireacademy.tv](http://www.aspireacademy.tv)



# INTRODUCTION TO PROJECT MANAGEMENT

## Course Outline

Module	Content
<b>DAY 1</b>	
<b>Introduction</b>	<ul style="list-style-type: none"><li>• Portfolio, Programme and Project Management - terms and context</li><li>• Project management environment</li><li>• Characteristics of a project</li><li>• Project lifecycle</li></ul>
<b>Organisation and Governance</b>	<ul style="list-style-type: none"><li>• The project organisational structure</li><li>• Key responsibilities</li><li>• Governance and stakeholder engagement</li><li>• Team formation, dynamics and evolution</li></ul>
<b>Planning</b>	<ul style="list-style-type: none"><li>• Golden Thread</li><li>• Requirements</li><li>• Planning concepts and techniques</li></ul>
<b>Stakeholder and Communications</b>	<ul style="list-style-type: none"><li>• Change and communications</li><li>• Communications cycle and planning</li><li>• Stakeholder mapping and analysis</li></ul>
<b>Business Case and Benefits</b>	<ul style="list-style-type: none"><li>• Business Case concept</li><li>• Stakeholder support and communications</li><li>• The contents and evolution of a Business Case</li><li>• Benefits categorisation</li></ul>
<b>DAY 2</b>	
<b>Overview and Recap</b>	<ul style="list-style-type: none"><li>• Common causes of project failure</li><li>• Project lifecycle overview – stages and key characteristics</li></ul>
<b>Initiating a Project</b>	<ul style="list-style-type: none"><li>• Main activities</li></ul>
<b>Defining a Project</b>	<ul style="list-style-type: none"><li>• Stakeholder engagement</li><li>• Key elements of risk</li><li>• Designing the plan</li><li>• Project controls</li><li>• Options appraisal</li><li>• Project documentation</li></ul>
<b>Managing Delivery</b>	<ul style="list-style-type: none"><li>• Progress monitoring</li><li>• Scaling reports</li><li>• Issue management</li><li>• Tracking stakeholder support</li><li>• Quality</li></ul>
<b>Closing a Project</b>	<ul style="list-style-type: none"><li>• Closure and Reviews</li><li>• Lessons learned</li></ul>