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. There is an option to gain a qualification via assessment following completion of the course.

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 on a "Project brief" which specifies the objectives of the project
  - Completing and getting sign off on 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

Our roots are entrenched in Change Programme Management and Performance Management and we are committed to improving the efficiency and effectiveness of organisations through the transfer of our knowledge and experience to your people.

We constantly strive to offer refreshing, stimulating and interesting events facilitated by consultants with a wealth of experience and examples to enhance your learning experience.

We offer further accredited courses to continue your development.

Duration: Two days

Pre-Requisites: None. The course is suited to staff from all backgrounds and assumes no previous knowledge of Project Management.

In-House Event: Price on application

For more details please contact us

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Course Outline

Module	Content
DAY 1	
Introduction	• Portfolio, Programme and Project Management - terms and context • Project Management environment • Characteristics of a project • Project lifecycle
Organisation and Governance	• The project organisational structure • Key responsibilities • Governance and stakeholder engagement • Team formation, dynamics and evolution
Planning	• Golden Thread • Requirements • Planning concepts and techniques
Stakeholder and Communications	• Change and communications • Communications cycle and planning • Stakeholder mapping and analysis
Business Case and Benefits	• Business Case concept • Stakeholder support and communications • The contents and evolution of a Business Case • Benefits categorisation
DAY 2	
Overview and Recap	• Common causes of project failure • Project lifecycle overview – stages and key characteristics
Initiating a Project	• Main activities
Defining a Project	• Stakeholder engagement • Key elements of risk • Designing the plan • Project controls • Options appraisal • Project documentation
Managing Delivery	• Progress monitoring • Scaling reports • Issue management • Tracking stakeholder support • Quality
Closing a Project	• Closure and Reviews • Lessons learned