



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Events are run using a mix of trainer-led sessions, hands-on practice and group discussions.

solutions@ttsweb.co.uk
http://www.ttsweb.co.uk
tel : (0117) 9022845

VAT reg No : 691 6021 39

Total Training Solutions
South West Ltd is Registered in
England, No. 5190199

Project Management I

(1 day)

“A badly-planned project takes about three times as long to complete as expected; whereas a well-planned project only takes twice as long!”

Benefits

Projects are endeavours that take more than one step to complete. As such, much business effort revolves around planning and running projects. Without a clear understanding though of why you are running the project and without practical project management skills you will most likely waste time & reduce your credibility.

Aim

To ensure new project managers adopt a structured approach and are aware of a range of proven techniques which can be used to plan, run and close projects.

Objectives

By the end of the training you will be able to...

- Describe what projects are & why we need to manage them
- Follow a structured approach & avoid common pitfalls
- Describe the key project phases & what to do at each stage
- List the common tools used to plan & manage projects

Content

- Overview of common Project Management terminology
- Introduction to the PRINCE methodology (and how it helps us)
- The importance of identifying Stakeholders and key Role Players
- Review of key documentation – such as the Project Brief & PID
- A guide to Estimating and using Contingency
- Developing a robust approach to Risk Management
- Assessing Resource Requirements (and pitfalls to avoid)
- Introduction to the Gantt chart
- Techniques for Monitoring & Reporting progress
- Bringing the project to a Close and reviewing the Lessons Learnt