



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@ttswb.co.uk
http://www.ttswb.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 II

(2 days)

"There are two types of project manager – those that know what's going on and those that fail!"

Benefits

Projects result in change. If this change is to be for the better then, as a project manager, you will need to fully understand the need for your project and be skilled in a wide range of techniques.

Aim

To ensure project managers are able to apply proven tools and techniques to each of the key phases of their project – feasibility, planning, running and closing.

Objectives

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

- Use proven tools to plan and execute a project
- Complete essential project documentation

Content

- Essential aspects of preparing Specifications & Descriptions
- Performing a Risk Analysis and completing a Risk Log
- Preparing a Work Breakdown Structure (WBS)
- Key elements of the Project Brief
- Introduction to Costing & Cashflow prediction
- The art of Estimating – including the use of contingency 'buffers'
- Interpreting Gantt charts – including the Critical Path
- Allocating Resources & checking availability
- Introduction to Tracking and Earned Value Analysis (EVA)
- Managing by Exception & Traffic Light Reporting
- Bring a project to a successful Close
- Ongoing demonstrations of Microsoft Project

NB: this event an ideal follow-up to the Project Management level 1 course.