PROJECT MANAGEMENT OVERVIEW

Beacons

Sample Agenda only – The actual content for all Beacons' programmes is tailored to participants' needs via a short questionnaire beforehand, with time spent on the areas which are of greatest concern and maximum value to participants.

Objective

To provide Project Management knowledge which is relevant and useful to anyone.

Session Overview

Project Management isn't just producing complex documentation about who's doing what by when.

It's at least as much about getting people on board, influencing where you have no real authority, keeping widely scattered people informed and ensuring they inform back. It's also about keeping one eye on the horizon, anticipating risks, having a clear plan and adapting to changes as they happen.

This programme might well suit:

- Project leaders who need to develop their skills and techniques to reliably deliver on time.

- People who are well organised but are unaware of the ingredients of effective project planning.

- People who need to better understand the non-technical aspects of delivering a project, such as how to get the most from their teams, how to maintain focus and enthusiasm, and how to deal with deadlines and goal-post changes mid-project.

Numbers

6-10 Delegates

Content Overview

1. What is a project? The Project Lifecycle
2. Key Roles / Stakeholders
3. Project Definition and Objectives
4. Project Planning
5. Risk Management & Project Controls
6. Project Closure, Review & Learning

On completion of this course delegates will be able to:

- Understand what a project is and explain the project life cycle

- Set thorough and meaningful project goals and objectives

- Identify all project stakeholders and evaluate their impact on and importance to the project

- Plan effectively, using Milestones, Critical Path Analysis and Quality Procedure

- Apply a variety of communication methods to a project

- Manage risks and get projects that de-rail back on track

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