

Project Management: 1 Day Workshop



OVERVIEW

The most important thing to know about project management is that first and foremost it's a way of thinking about projects. Whether it is implementing a marketing plan, launching a new product, implementing a new accounting system or any project, the methodology behind project management will greatly assist in obtaining success in the endeavour.

Project management is not simply drawing charts, or using project management software, or leading teams, or any other technical material. These are all means to an end: helping you control your projects to achieve your goals - on time, on budget, and according to performance standards.

COURSE OUTLINE

Topics covered include:

- What is a project
- Defining a projects goals and objectives
- Starting to plan
- Laying out the project
- Analysing the tasks
- Managing time and cost
- How to make and use a Gantt chart
- Using Pert and CPM charts
- Budgeting for projects
- Managing the project
- Monitoring and adjusting
- Techniques for managing multiple projects
- How to wrap up a project

Tools and exercises will be provided so that you can practice the techniques and strategies covered in the course.