

# Project Management Fundamentals



Project management isn't just for construction engineers and military logistics experts anymore. Today, in addition to the regular duties of your job, you are often expected to take on extra assignments - and to get that additional job done well, done under budget, and done on time. This workshop is not intended to take you from a supervisory or administrative position to that of a project manager. This **one-day workshop** will familiarise you with the most common terms and the most current thinking about projects.

## How You Will Benefit

### At the end of the workshop you will be able to:

- Understand what is meant by a project and project management
- Identify benefits of projects
- Identify the phases of a project's life cycle
- Enhance your ability to sell ideas and make presentations
- Prioritise projects
- Begin conceptualizing your project, including goals and vision statements
- Use a target chart and other planning tools
- Complete a Statement of Work

## What You Will Cover

- Defining a project and project management
- How projects can benefit you and your organisation
- Project life cycles
- Selling your own project ideas
- Role and skills of the project manager
- Creating a vision
- Setting project goals
- Project planning worksheets
- The statement of work

## What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialised manual and course materials

**YES! Enrol me now!**

## REGISTRATION FORM

### Project Management Fundamentals

Participant's name:	_____	Position:	_____
Organisation:	_____		
Work Address:	_____		
Phone:	_____	Email:	_____
Credit card type: <b>MasterCard / Visa Only</b>			
Name on card:	_____	Amount:	_____
Credit Card Number	_____	Expiry Date	_____
Signature	_____		

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