

Understanding Project Management



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. **These three days** 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.
- Recognise what steps must be taken to complete projects on time and on budget.
- Have a better ability to sell ideas and make presentations.
- Know simple techniques and tools for planning and tracking your project.
- Have methods for keeping the team focused and motivated.

What's Included?

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

What You Will Cover

- What is a project?
- Project management basics
- How can projects help me?
- A project's life cycle
- Selling a project
- Preparing your project
- The role of a project manager
- Project goals
- Laying out the project (SOW)
- Project risks and contingency planning
- The work breakdown structure
- Planning tools (including Gantt charts and PERT)
- Budgets
- Developing teams
- Communication tools
- Closing out a project
- Team meetings
- Project presentations

YES! Enrol me now!
REGISTRATION FORM

Understanding Project Management

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

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