



**silicon
beach**
TRAINING

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Project Management

Duration: 1 day

Price: £295 + vat

Prerequisites

There are no prerequisites for this course

This Project Management training course provides delegates with a comprehensive best-practice approach to Project Management. Learn the skills required to successfully implement any project, within budget and on schedule.

This course provides an introduction to the principles of Project Management.

Objectives

This Project Management training course provides an introduction to the principles of Project Management, equipping delegates to apply these principles to real projects after the course.

Course Content

Principles and Definitions

- Key principles for PM success
- What is a Project?
- What is Project Management?
- Terminology
- The Role of the Project Manager

Defining Responsibilities

- Roles and Responsibilities
- Responsibility Matrix

Stakeholder Management

- Stakeholder Analysis
- Stakeholder Planning
- Stakeholder Communication

Managing Communications

- Communication Plan examples
- Techniques

Producing the Project Definition

- Tips for writing a Project Definition
- What to include
- The approval process

continued...

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Related Courses

PRINCE2 Foundation: 3 days

PRINCE2 Practitioner: 5 days

MS Project: 2 days

**Programme
Management:** 1 day

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Project Management (continued)

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Prerequisites

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Managing Project Documentation

- Types of documentation
- How to store it
- How to track approvals
- Naming standards

Defining the Project Work

- Setting Goals and Objectives
- Defining tasks and activities
- Brainstorming using Mind Maps
- Estimating time
- Creating a work breakdown structure
- Determining task dependences
- Determining task constraints
- Creating a Gantt Chart and Network

Managing Project Risk

- Techniques to identify risk
- Creating a risk management plan

Managing the Work Plan

- Updating the project plan
- Status meetings and reports
- Action items
- Dealing with issues
- Root cause analysis
- Cause and Effect analysis
- Managing the project team

Managing Scope

- Defining scope
- Process for managing scope changes
- Managing expectations

Managing Quality

- What is quality?
- Process to manage quality
- Resolving quality issues

Managing Project Completion

- Phase out plan and activities
- Phase out meeting
- Phase out questions

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