

alfran uk Limited

developing international markets

PRACTICAL PROJECT MANAGEMENT

Three day interactive workshop on 'Practical Project Management' with individual and group exercises to help you to learn the skills you need to plan and manage your projects successfully every time.

The delegate pack will include course notes, project management templates, project checklists and case studies.

Who should attend?

- People with little experience of project management
- People who are intending to start managing projects soon
- People who need to learn project management skills quickly
- People who need to know how to effectively manage projects

Objectives

- To learn the most important project management skills and techniques
- To gain practical experience of applying these main techniques
- To develop your confidence in your ability to plan and manage projects

INTRODUCTION TO PROJECT MANAGEMENT	<ul style="list-style-type: none"> • What is a project? • Defining project management • The project manager's role • The life cycle of a project • How to be an effective project manager
WHAT ARE YOUR PROJECT GOALS?	<ul style="list-style-type: none"> • Defining your project • The project's purpose statement • Specifying your project's objectives • Marking the boundaries • Working within limitations
IDENTIFYING AND MANAGING STAKEHOLDERS	<ul style="list-style-type: none"> • Understanding your project's audiences • Identifying the drivers, supporters and observers in your audience • Understanding expectations
PROJECT PLANNING & PERFORMANCE	<ul style="list-style-type: none"> • Scheduling and resource planning • Defining roles and responsibilities • Assigning work to team members • Work breakdown structure • Capturing key project performance data • Reporting procedures
MEETING DEADLINES	<ul style="list-style-type: none"> • Project's network diagram • Developing your schedule • Estimating activity duration • Displaying your schedule
PREPARING A BUDGET	<ul style="list-style-type: none"> • Planning for non-personnel resources • Project costs and budgets • Developing your project budget
RISK & RISK MANAGEMENT	<ul style="list-style-type: none"> • Defining risk and risk management • Recognizing risk factors • Identifying, assessing and managing risks • Developing a risk-management strategy • Preparing a risk-management plan
TRACKING PROGRESS & MAINTAINING CONTROL	<ul style="list-style-type: none"> • Project control • Establishing project management information systems • Monitoring schedule performance • Monitoring work effort • Monitoring expenditures • Responding to change requests
COMMUNICATION	<ul style="list-style-type: none"> • Project communications

	<ul style="list-style-type: none"> • Written reports • Holding key project meetings • Progress reviews
MANAGEMENT & LEADERSHIP	<ul style="list-style-type: none"> • Identifying the difference between management and leadership • Different sources of power • Developing and maintaining motivation
PROJECT CLOSURE	<ul style="list-style-type: none"> • Planning for successful project termination • The remaining administrative issues • The post-project evaluation
MANAGING MULTIPLE PROJECTS	<ul style="list-style-type: none"> • Defining and planning a multiple project environment • Performing the projects • Making use of economies of scale
USING TECHNOLOGY	<ul style="list-style-type: none"> • Recognizing software's role in project planning and control • Benefits and limitations of email • Using technology to support virtual teams