

Overview

This is an intensive 2 day course designed to give the delegate hands-on, practical experience of the skills, processes and techniques required to manage, plan and control projects.

This is accomplished using a mix of interactive lectures, Case Studies as well as individual and syndicate exercises.

Each delegate takes away with them, a comprehensive manual of all overhead slides, handouts, and notes delivered during the course.

On Completion Delegates Will Be Able To

- Identify the key elements of Project Management
- Estimate and plan more effectively
 - Define and manage risk with greater control
- Develop skills and techniques to Project Manage teams more effectively and professionally
- Understand the benefits of PC Tools

Who Should Attend

This course is for anyone currently in or about to enter a Project Management role.

The course will also benefit anyone who has been in Project Management for some time and needs an updated insight to current thinking.

Content

The Role & Responsibilities of the Project Manager

- The role, skills and responsibilities of the Project Manager
- Why Projects Fail
- Key criteria for ensuring Project Success
- Nailing down the Project Objectives
- Defining the Project Strategy and Critical Success Factors (CSF's)
- The Four Phases of Project Management

The Project Management Environment

- Setting Up the Project Environment
- The Team and Management Structure
- Setting Up the Control System
- The Project Administrator
- Communicating and Reporting

The Project Methodology

- Advantages to a Phased Approach
- Product, Solution and Organisational Change Methodologies
- Phase Structures and Key Deliverables

Estimating Techniques

- Tasks, Resources, Costs and Time
- Techniques for Improving Team Estimates
- The Mythical Person-Month
- The Standard Task Method
- Bottom-Up, Effort-Based Estimating
- The Delphi Technique

Planning the Project

- Creating Work Breakdown Structures (WBS)
- Defining the PERT Chart
- Calculating and interpreting the Critical Path and Slack
- Strategies for using the Critical Path
- Resource and Task Allocation
- Resource Loading and Levelling
- Team Planning Techniques
- The Project Plan structure and contents

Risk & Contingency Management

- Defining and analysing Risks
- Risk types and categories
- Sizing the risk
- Contingency Strategies
- Building risks into the Plan
- Risk Management

Using PC Tools

- Advantages and limitations
- Creating and Managing the Plan
- Reporting and Communicating the Plan

Managing Change

- The dynamics of change
- Setting Up the Change Control File
- The Change Methodology and Life Cycle
- Determining options and implementing changes

Project Tracking & Control

- Setting the right level for Control and Tracking
- Determining the information required
- Interpreting Progress and Project Status
- Reporting and Communication

Project Quality & Administration

- How to build quality into planning and management
- Setting Up the Project Administration
- Infrastructure

Duration	2 Days
Fee	£Stg 625 € 920
Location	BELFAST DUBLIN
Dates	beckinridge.com/schedule