

Introduction to Project Management

Introduction

This course is an introductory program which aims to give an overview of this important topic and is targeted at those people who are, or soon will be, members of project teams or managing projects in their own right. It introduces the project management processes, methodologies/ frameworks, language and tools that project practitioners will need to understand, when working as part of a professional project team or as a professional project manager. It is not a project specific course (such as IT or research) but aims to address concepts, techniques and language likely in any project, no matter what type or size.

Learning Objectives

At the end of the course, participants will be able to:

- Describe projects, project management and the stages of a project over a generic life cycle (based on world's best practice)
- Outline roles and actions required in scoping, planning, tracking and closing a project
- List generic responsibilities in scoping, planning, tracking and closing a project
- Deal with difficulties particularly in implementing projects and outline impacts on schedules, budgets and baselines generally
- Take a continuous improvement approach to their involvement in projects and project management

Course Outcomes

Following the course, it is expected that participants will have an understanding of project management that will facilitate their involvement in projects as a team member or a team leader; and will a strong fundamental skill and toolset to enable further development in managing projects through other courses, and on-job experience. It will also be a foundation for those seeking to obtain qualifications in project management in the future.

Course materials

Participants receive a comprehensive workbook. It includes the following sections, which contain a combination of theory, PowerPoint slides and exercises. Appendices include templates and checklists.

- Introduction – Course outlines, objectives and program
- Section 1 – Exercise 1, an Inbasket exercise on a problem project
- Section 2 – Projects and Project Management
- Section 3 – Scoping and planning projects
- Section 4 – Tracking projects and reporting progress
- Section 5 – Problems, issues, risks and changes
- Section 6 – Closing out projects
- Appendices – Project documentation/ proformas,





Course program

1. Introduction
 - Course outlines
 - Course objectives
2. Exercise
 - The issues of managing projects
 - Scope/plan
 - Implementation/review
 - Difficulties
3. Projects and Project Management
 - Definitions and key principles
 - The triple constraint
 - Scalar projects
 - Generic roles and governance
4. Scoping and planning
 - What to expect
 - What to do

Lunch

5. Tracking and Reporting Progress
 - Case Exercise - Project simulation
 - Plenary
 - Problems/issues
6. Problems, issues, risks and changes
 - Analysis
 - Managing change
 - Reporting
7. Closing out projects
 - Learning lessons
 - Continuous improvement
8. Course Evaluation
 - Feedback
 - Further training

Close

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