

Essentials of Project Management

Course Outline and Objectives

Aims

This course aims to offer first-hand, practical experience with the essential components of project management. The course aligns to current standards for project management including the Project Management Body of Knowledge (PMBOK).

The course assumes no prior knowledge of project management.

Outcomes

By the end of this course, you should be able to:

- manage a simple project using a structured approach
- understand why projects are initiated and the link to organisational strategy
- apply key project planning activities including scheduling, budgeting, and managing risk
- monitor and control a project at a high-level, including reporting progress and managing change in a controlled manner
- close a project, including conducting a post-implementation review

Course Content

Initiating a project

- Preparing the project charter
- Identifying stakeholders

Planning a project

- Developing a project schedule
- Defining a project budget
- Identifying, recording and evaluating risks

Monitoring and controlling a project

- Executing a project from start to finish
- Reporting on project progress
- Completing a change request for approval

Closing a project

- Conducting customer handover
- Conducting a post-implementation review

Plus

- Simple tools and templates that can in the workplace
- Exploring advanced tools beyond the course

Intended audience

- Project managers/PMOs
- Team members and subject matter experts involved in projects
- Anyone interested in entering the field of project management

Prerequisites

None

Delivery style

This course focuses on experiential learning. Content is broken into 15–20-minute blocks and immediately followed by group activities where the theory is put into action. Our trainers are experienced professionals that can provide real world context where required.

A range of interactive methods will be used including:

- storytelling and the use of professional examples to exhibit concepts
- self-reflection and group discussions
- case studies where the concepts are actively applied
- individual and team activities and presentations

Materials

Delegates will receive:

- course materials with case study activities
- templates that can be used in the real world
- a Certificate of Completion