

## Next Level Project Management – 2 Day Course

### COURSE OUTLINE

#### Aims & Objectives

The course will provide mid-level project managers with an overview of the activities typically found within the project lifecycle, from project initiation to project closedown. We use a fictional project to promote discussion and learning as well as drawing on industry good practice and the participants own experience.

This course aims to offer first-hand, practical experience with the essential components of project management. The course aligns globally recognised standards for project management including the Project Management Body of Knowledge (PMBok) and can be tailored to meet the needs of individual organisations if required.

#### Prerequisites

The course assumes knowledge of project management concepts and can be used as a refresher and/or a knowledge builder.

#### Outcomes

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

- manage a project using an applied and structured approach
- understand the link between project and 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 and lessons learned workshop

## Day 1

**8.30 am** - Arrival

**8.45am** – Form groups

### **Session 1 – 9.00 -10.30**

Introduction to the case study – PCo Engineering  
Overview of the project lifecycle

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### **Morning Tea 10.30-10.50**

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### **Session 2 - 10.50- 12.20**

Stakeholder and Communications Management  
Stakeholder Engagement Matrix

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### **Lunch 12.20 – 1.00**

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### **Session 3 - 1.00 – 2.30**

Developing the Project Management Plan  
Project planning and scheduling – Introduction to Work Break Down Structures

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### **Afternoon Tea 2.30 – 2.45**

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**Session 4 - 2.45 – 4.00**

Risks and issues workshop  
Project Monitoring and Controlling (inc Reporting & Change)

**Session 5 – 4.00 - 5.00**

Managing changes to scope – LEGO workshop

**Optional Drinks 5.00 – 6.00**

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## Day 2

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### **Session 1 – 8.45 -10.00**

Assumptions, Dependencies, Constraints

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### **Morning Tea 10.00 -10.20**

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### **Session 2 – 10.20 – 12.00**

Project Governance & Assurance

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### **Lunch 12.00 – 12.45**

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### **Sessions 3 – 12-45 – 2.00**

Project Leadership & PM Responsibilities

### **Session 4 – 2.00 – 2.45**

Commercial Management

Project Close Out – Lessons Learned & the Post Implementation Review

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### **Afternoon Tea 2.45 – 3.00**

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### **Session 5 – 3.00 – 4.45**

Agile methodologies, other frameworks, tools and further learning.

### **Close – 5.00**

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