

Leadership & Management

Successful Project Management

INTRODUCTION

Designed for project managers in both the private and public sectors who are responsible for the planning and execution of projects within their organisation and for those whose role requires them to lead teams in the process of innovation and change using the techniques of project management. The course examines project management in a variety of contexts and uses practical exercises and simulations to achieve its objectives.

COURSE OBJECTIVES

By the end of the course, delegates will have:

- *Learnt* how to define a project
- *Identified* the roles of individuals within a project team
- Set project objectives and measures of success
- **Planned** and organise projects more effectively.
- *Examined* the methods by which projects may be • controlled and monitored
- Developed the skills of leadership and teamwork • in project management
- *Reviewed* methods of how to manage changing • requirements
- Provided solutions to the problems associated with managing projects
- Confidence to manage projects

COURSE DURATION: 2 Day Course

Equivalent to ILM Level 3 unit Value of 2 credits



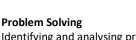
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Project managers and leadership

COURSE CONTENTS

Defining the Project

The project life cycle

The project team

Gantt charts The critical path

Resources

The phases of the project

Network charts, PERTs etc Milestones and constraints

Leading the Project

Motivating the team

Communication

Project teams

The nature of projects

Choosing between alternative projects

Organising and Planning the Project

Project roles and responsibilities Administrative organisation Estimates and budgets Task relationships

Identifying and analysing problems **Choosing solutions** Managing conflict

Project Monitoring and Control

Measuring progress and producing reports Monitoring the budget **Project meetings** Control

Project Closure

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Managing the closure Project completion

Personal Development Action Plan

Throughout this course there will be a number of practical exercises carried out which will enable delegates to put into practice must of the theory covered











