

## 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

### COURSE CONTENTS

#### Defining the Project

The nature of projects  
Choosing between alternative projects  
The project life cycle  
The phases of the project  
The project team

#### Organising and Planning the Project

Project roles and responsibilities  
Administrative organisation  
Estimates and budgets  
Task relationships  
Gantt charts  
The critical path  
Network charts, PERTs etc  
Milestones and constraints  
Resources

#### Leading the Project

Project managers and leadership  
Communication  
Project teams  
Motivating the team

#### Problem Solving

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

Managing the closure  
Project completion

#### Post project audit and appraisal

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