



Two Day Workshop Introduction to Project Management

Summary Content

Almost any human activity that involves carrying out a non-repetitive task can be a project. We all practise project management (PM). But there is a big difference between carrying out a very simple project involving one or two people and one involving a complex mix of people, organisations and tasks. This course is a general introduction to project management. It examines the role of the project manager and the structure of a project and the project team, the project planning process, how to set project aims and objectives, budgeting, risk analysis and how to employ a variety of useful project planning tools.

Who should attend?

This two day course is suitable for anyone who has an interest in project management or who are currently running small projects, and who would like to learn the basic principles to a sufficient extent to allow them to take on and manage a project.

A little more on about the course

This course provides an overview of project management structure, terminology and principles; Project management in the workplace; Project initiation; Basic project planning and processes; Project roles; Project management in practice; Constructing a project plan, identifying milestones; Gantt charts; Critical path analysis; PERT; Constructing a project budget; Effective project review; Analysis of why projects fail, and how to avoid failure.

Objectives of the course include:

- To provide an introduction to the theory and practice of project management
- To provide an understanding of the project planning process
- To enable students to use project planning tools and techniques
- To understand budgeting
- To appreciate risk analysis and management
- To understand why projects fail

Course accreditation

6 Credits at Level 2 or 3 – to understand more about Credits, visit http://www.qca.org.uk/qca_19674.aspx