



**'A project begins once a problem is solved'**

## ▶ PROJECT MANAGEMENT

As organisations become increasingly familiar with the concept of project based working it is assumed that the people within the organisation will be equally familiar with the skills of managing a project. This is far from the truth. I want you manage this project' is a phrase to strike terror into the hearts of the most able manager. What does managing a project really mean?' What exactly do I have to do ?' are the questions that Project Management will answer.



### WHAT WILL IT COVER?

The workshop will take participants on a step by step journey through the project. It will cover subjects such as:

- Project Definition
- Agreeing constraints and objectives
- Identifying work breakdown structures
- Process mapping
- Critical path analysis
- Responsibility assignment
- Resource requirements
- Identifying milestones
- Contingency planning
- Closing the project



### WHO IS IT FOR?

- It's a workshop for anyone faced with managing a project of any size
- It is equally suitable for the project leader and members of the project team
- It is an extremely useful workshop for those organisations who have project management software on their systems but no one who knows how it should be used
- It is an excellent introduction to project management techniques in general

### COURSE DURATION:

**2 DAYS**

### NUMBER OF PARTICIPANTS:

**8 - 10**

### Special note:

During this workshop participants may bring along a project on which they are currently working. They can use this project as the basis for all practical exercises during the workshop.