



Duration: 1 Day
Course Code: SSI06

Course Description:

The aim of this course is to provide project managers and project team members with an awareness and basic understanding of the way a project is planned and managed.

Who Should Attend Project Management Training?

- Project managers, team leaders and team members who need to know more about how to go about managing a project; specifically the planning, resources and delivering on time and on budget.

Benefits From Attending The Training:

- An understanding of basic project management techniques
- An ability to identify the key characteristics of successful projects
- An understanding of good practice techniques

Course Contents:

- Introduction (the nature of a project, the benefits of project manager, different types of projects)
- Project Initiation (setting objectives, defining the scope, establishing the strategy)
- Project Organisation (work breakdown structure, project organisation, outline plan and milestones)
- Detailed Planning (identifying dependencies, assigning responsibilities, allocating resources)
- Controlling Projects (monitoring, taking action)
- Personal Qualities of Project Manager (motivating and delegation, communicating, leading and leadership styles)

Related Courses:

- Time Management | Code: SSI07
- Influencing Skills | Code: SSG19
- MS Project | Codes: ITP01 | ITP02 | ITP03 | ITP04



***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

