

Effective Project Management

Important announcement from Dominic Moss; Director of Projectability: [Click Here to Read](#)

For Project Management Training & Courses see wellingtonetraining.co.uk.

Effective Project Management Course Description

This course focuses on the principles and skills of effective project management. Delegates learn the basic steps in the project planning process, to use manual project management tools to plan a project and to identify key management issues that impact project success, including the importance of teamwork and conflict resolution.

Course Objectives

This course is suitable for anyone wishing to exercise greater understanding and control of the projects they are managing.

Booking Details

Call us on 01753 621200 or email us to request information on how to book this course.

Course Pricing

Pricing - £600.00 per person attending this 2 day course, we recommend that a minimum of 2 people from your organisation attend this training. Ask us about discounts for larger groups. Prices exclude VAT at the prevailing rate.

Course Location

Location - either "in-house" , at our Harpenden offices or a suitable 3rd party venue.

Course Duration

2 Days – training can be delivered either at your place of work, our offices or a suitable 3rd party venue.

Pre-Requisites

As this course is intended as a primer for introduction to PC based tools delegates should be familiar with Windows, basic word processing & spreadsheet usage to attend this course.

Course content

Project Definition and Terminology

- Overview of Project Management
- Definitions and Terminology
- Phases of Project Management
- The Project Life Cycle

Project Charter

- Project Goals
- Project Stakeholders
- Procedure for Project Change
- Project Risk Assessment
- Project Development Strategy
- Project Quality Requirements
- Project Budget

Work Breakdown Structure

- Create a WBS
- The WBS for planning and reporting
- Test for completeness of WBS
- Generating a WBS

Organisational Structures and Project Impact

- Types of Organisational Structures
- Managing Projects across Organisational Boundaries
- The Effective Project Manager
- Motivating project team members

Cost Estimating

- Four types of cost estimate methods
- Knowing when to use a particular estimating technique

Acquire and Develop your Team

- Three components of a project team

- An effective project team member
- The tools of an effective team

Construct & Analyse your Project Network

- Construct a network representation of project activities
- Identify the critical path
- Analyse the network and crash your schedule
- Use the critical path to plan and control project activities

The Project Plan

- The purpose of the project plan
- Knowing what constitutes a project plan
- Estimate Activity Duration
- Difference between effort and duration
- Five types of activity duration estimates
- Using different estimation techniques

Monitor and Control Progress

- Establishing the Baseline Schedule
- Tracking Methods
- Collecting and Recording Actuals
- Asking the right Questions to get accurate answers
- Analysing Variance of Actual Data
- Analysing Slipping Tasks
- Corrective Actions to put the Project on Track

Project Closeout & Review

- Documenting and Publicising Results
- Gaining the Customer's Acceptance
- Meeting All Contractual Obligations
- Re-establishing Motivation and Morale
- Transferring Lessons Learned to Future Projects
- Rewarding the Participants

Project Management Software

- Overview of Project Management Software
- Using Project Management Software
- Management Issues of Large and Super Large Projects
- Project management tools

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