

Introduction to Project Management

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

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

Course Description

Projects fail for a great number of reasons but a major contributor to failure is inadequately trained or inexperienced Project Managers.

Introduction to Project Management is designed for individuals new to Project Management. The course is intended to provide participants with a swift introduction to core principles of Project Management. It covers concepts, terminology and the core disciplines of effective Project Management. At the end of the course participants should be sufficiently confident to progress their own project and to consider training in the use of Computer based Project Management tools.

Course Objectives

Anyone wishing to exercise greater understanding and control of the projects they are managing.

Course Booking

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

Pricing

£300.00 per person attending this 1 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.

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

Course Duration

1 Day – 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

What is a project?

Project management defined

Project management problems encountered by delegates?

Planning & preparation

Controlling change

Project structure

Organisational issues

Overseeing

The project board

Project breakdown

The project plan

Project stages/phases

Checklists

Project plan preparation

Estimating

Validation

Dependencies

Milestones

Risk identification and analysis

Exception planning

Resource allocation & management

Resource levelling

Project control and reporting

Recording progress

Configuration control

Change control

Quality

Project management tools

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