



4D Training

## Project Management

### Who Would Benefit?

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

### Objective

This course is designed for those new to the role of Project Manager. The course covers a comprehensive range of topics from the Project brief, to the Project Review.

### Content

- What is a project?
  - Distinguish between projects and the every day job. Identify project features and the competencies required of a project manager.
- The Role of the Project Manager
  - Be clear about the role and responsibilities of the project manager, identifying how a project is structured and outlines briefly the people management skills required to move through the process.
- Project Brief and Project Initiation
  - This is delivered in the context of the organisation, including identification of risks and issues; assumptions and constraints.
- The Power of Planning
  - The benefits of planning; setting a project goal; identifying key activities; building a work breakdown structure; the Responsibility Assignment Matrix; allocating tasks; Gantt chart; PERT diagram
- Project Implementation
  - Delivered in the context of the processes in place for the organisation – status reports; change control; stage boundaries; testing.
- Project Review
  - Questions to be asked; learning from success as well as from failure.
- Problem solving
  - A systematic approach to problem solving that involves effective brainstorming – following the rules for brainstorming; tips for facilitators; evaluation of solutions

### Duration

One day