Project Management Essentials in a Day

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contact us to book

Duration : 1 day (6 hours of training when delivered virtually)

Course Overview

This course is aimed at people getting started in managing projects, this interactive, online course will give you the key processes and basic techniques of project management with the opportunity to apply your learning to your own projects.

Course Content

Key Topics
The Project Lifecycle in four phases
Roles and responsibilities in a project
Defining the goals and outcomes
Stakeholder Engagement

Gathering requirements and defining deliverables
Outlining the scope of the project
Creating the work breakdown structure
Scheduling the project
Using a Gantt Chart

Working with a team
Keeping track of the budget
Managing Time

Analysing and managing risk
Change Management
Monitoring and controlling
Reporting
Closing the project

Training Options

This course is delivered as a private course and can be delivered face-to-face or as a virtual classroom event