

Project Management

Aim

Assimilating basic skills in project management

What's it all about?

Project Management is no longer the sole preserve of engineers and designers. Indeed, most of what we do in business that hasn't become a process is, by definition, a project. This seminar focuses on the core skills of project management and delivers a sound grounding in the subject, whilst debunking the myth that it is an overly technical or mathematical subject.

Why iOpener?

Leaders cannot afford to presume projects will be delivered on time and on budget. Project management can and should be used to deliver the perfect control, clarity and reporting that all stakeholders in a project want. iOpener present this proven course that shows you the foundation of many in-company Project Management processes.

How?

Participants will be taught the basic steps to excellent project management. Each step will be followed by individual or group work to ensure the basic elements have been learned. No special technical skill is necessary. It would be useful if participants come to the course with some idea of the basics of how projects work.

Participants?

A maximum of 10 participants allows us to focus and ensure a high level of interaction. The course is very practical and the group will be syndicated for most of the day.

Outcomes:

Participants will:

- Understand the fundamentals of project management
- Be better able to manage people involved in any project
- Realise the importance and power of being able to present clear and timely information to stakeholders.
- Know how to apply a more formal project based approach to a wider array of business activities

Participants cover:

- Initiating and scoping a project
- Listing tasks and deriving a work breakdown structure
- Drawing network diagrams and critical paths
- Crashing/overlapping: How to crash/overlap/split tasks
- Developing and presenting a Gantt chart
- Planning and loading resources
- Measuring SPI and CPI: forecasting time and cost
- Handling multiple projects

Target group

Anyone who wants to learn to manage or control a project.

Duration

1 day