

# KEEP IT ON TRACK - SUCCESSFUL PROJECT MANAGEMENT



## Module One - Introduction

- ▶ What is a Project?
- ▶ What is Project Management?
- ▶ The Project Managers Role
- ▶ Project Control Variables
- ▶ Why do Projects Fail?
- ▶ Achieving Project Excellence
- ▶ The Four Stage Project Life Cycle

## Module Two - Concept & Definition

- ▶ Project Organisational Structures
- ▶ The Matrix Organisation
- ▶ The Project Board
- ▶ Roles & Responsibilities
- ▶ Defining the Project Objectives
- ▶ Feasibility Studies
- ▶ Creating a Business Case

## Module Three - Planning

- ▶ A Step by Step Approach to Planning
- ▶ Work Breakdown Structures
- ▶ Network Planning
- ▶ Precedence Networks
- ▶ Time Analysis & the Critical Path
- ▶ Milestones
- ▶ Resource Planning
- ▶ Estimating Techniques; Time & Cost & PERT
- ▶ Contingency & Risk Management
- ▶ Identify, Quantify & Prioritise
- ▶ Risk Management Plans
- ▶ Project Communication
- ▶ Quality Planning & Agreed Deliverables

## Module Four - Implementation

- ▶ Control & Reporting
- ▶ Managing & Controlling Change
- ▶ Monitoring Earned Value

## Module Five - Completion & Evaluation

- ▶ Concluding the Project
- ▶ Project Review

**Duration: 2 Days**

**Price Per Delegate: £595**  
(Public Scheduled Course)

**Price Per Course: £2,495**  
(On-Site at Customer Premises)

### Suitable For:

This programme is suitable for those who manage projects now or who will do so in the future. It reviews a variety of approaches to project management.

### Learning Outcomes:

The course has been designed to take delegates from pre-planning, through setting objectives, task management, planning resources and budgets, record keeping through to post-project evaluation. The tools and techniques explained in this program can be applied to all project types of any scope.