

COURSE CONTENT OVERVIEW

# Project Management



This online Project Management course is designed to provide learners with a comprehensive introduction to project management so that they can successfully and confidently undertake their own project from start to finish.

The course provides tips, guidance and downloadable worksheets to guide learners through the different stages of planning, executing and completing a project, including information on how to put together a project plan and deal with any hindrances along the way.

### **Module 1: Introduction**

This module introduces the fundamentals of project management. Learners will explore the roles of project managers and sponsors, the importance of governance and the benefits and common challenges of managing projects effectively.

- What is a project?
- Key characteristics of a project
- Project vs business-as-usual
- What is project management?
- What does a project manager do?
- The role of the project sponsor
- Governance in projects
- The value of project management

### **Module 2: Defining the Goals and Life-Cycle of the Project**

This module focuses on how to set a project up for success from the outset by defining the project's purpose, establishing clear and measurable goals, understanding its boundaries and identifying the key people involved. This module also explains what is involved in the different stages of a project.

- Defining the project aim
- Defining success and boundaries
- Defining project scope
- The project life cycle
- Understanding stakeholders

### **Module 3: Creating a Project Plan**

This module explains how to identify project tasks, estimate task durations and prioritise and organise work into an achievable schedule. It also covers the importance of planning resources and costs and reviewing and visualising the plan using useful tools such as Gantt charts and PERT diagrams.

- Listing tasks and resources
- Identifying milestones
- Estimating time
- Contingency time
- Prioritising tasks and managing time
- Availability and scheduling
- People and resource costs
- Variable and fixed costs
- Planning tools and diagrams
- The critical path
- Reviewing the project plan

### **Module 4: Measuring, Managing and Maintaining Progress**

This module explains the importance of identifying and managing risks and issues within the project when it is in progress. The module also looks at the methods for measuring and maintaining progress to ensure that work is on track for completion.

- Identifying risks
- Types and common sources of risk
- Managing risks
- Managing issues and changes
- Maintaining progress
- Measuring progress
- Holding meetings
- Managing people

### **Module 5: Completing the Project**

This module explains what the project managers needs to do as the project comes to a close, including information on why it is important to review the project.

- Testing deliverables
- Implementing and embedding changes
- Returning resources
- Final checks and sign-off
- Reviewing and reflecting

## Aims of the training

By the end of this course, you will:

- Be able to define project management and understand the reasons for using it.
- Understand how to make a project successful.
- Understand the different stages of a project's life cycle.
- Be able to create an effective project plan and understand what is needed at each stage.
- Have knowledge of the different charts and diagrams that can be used to help plan a project.
- Know how to predict and manage any risks that may hinder the project.
- Know how to maintain the project's progress and ensure that it is completed efficiently.