

Basic Project Management

Bookings 020 7837 2690

www.premierit.com

Course Duration: 1 day	Course Hours: 10am - 5pm
Pre-requisites: None. No previous knowledge of project management is required.	
Objectives: At the end of the course, the delegate will be able to: Identify key project components • Recognise the need for effective project management • Make use of key project management skills • Identify and use effective project management tools • Apply and utilise key elements of project management software	

What is a Project? Identifying the project objective • Tasks • Resources • Timescale • Phases
What is Project Management? Project Management Methodology • The five major project components • Project Planning • Risk Analysis • Managing Personnel • Organisation of Tasks • Status Reports
The Project Lifecycle Key phases of the project lifecycle • Project planning and control
Project Scoping What is Scope? • Deliverables and Acceptance Criteria
Roles and Responsibilities Identifying Roles and Responsibilities
Communication and Documentation Managing Personnel • Communications and Meetings
Work Breakdown and Statement of Works Statements of Work • The WBS system
SWOT Analysis Strategic planning using SWOT
Critical Path Analysis and PERT What is PERT? • Critical Path Analysis
Gantt Charts What is a Gantt Chart? • Gantt Chart Types • The Gantt Chart compared to PERT • Critical Path Analysis using the Gantt Chart
Task Dependencies How tasks relate to and depend upon each other • The effects of Dependency changes
Setting and Reviewing Milestones The need for Milestones • Milestone types • Setting Milestones and Formatting • Tracking Progress
Costs, Budgets and Contingency Planning Budgets and Costs • How costs are calculated • Planning for contingency

Course Structure: Each course is divided into a series of units, supported by relevant practical exercises. You may join a public course, or book your own dedicated company room. You can also tailor the content to your specific needs; accelerating the course or running a workshop.

Help Facility: Provided by our tutors, this facility includes course content only, for a limited period.

Manuals: A comprehensive course manual provides support throughout the course, and is a useful reference for your newly acquired skills upon your return to the office.

Internal Use Only: crscode SSCBBPM

