

Successful Planning and Management of Projects

Bookings 020 7837 2690

www.premierit.com

Course Duration: 2 days	Course Hours: 10am - 5pm
Pre-requisites: No previous knowledge is assumed. This is not a computer-based course, although Project Management Application packages will be discussed. The course material is based on PRINCE 2 and other proven standard techniques, and is based on the delivery of project products throughout the life cycle of the project. A case study and practical exercises will be used during the course - This can be made specific to an organisation's requirements.	
Objectives: At the end of the course, the delegate will be able to: Make considered and realistic decisions regarding the viability of a project • Effectively pre-plan the work content of projects • Carry out risk analysis on a project • Produce a project plan using Critical Path Analysis (PERT) techniques • Have an awareness of the resource requirements and any business conflicts associated with their projects • Maintain control of projects, and know how and when to make the most appropriate decisions when updating a project • Present projects to other people so that they understand what is happening and can support them in achieving their objectives • Understand project costs together with an introduction to Earned Value Analysis •	

What is project management? The nature and range of projects • What are the fundamental problems to be addressed? • Why projects could fail • The role of the project manager
Project aims and objectives Defining aims and objectives • The Business Case • Preparing a Project Initiation Document • Assessing the relative importance of time, cost and quality • Project Risk Analysis
Estimating the workload The importance of realistic forecasting • Use of work standards, historical data, and standard deviation techniques
Getting started Deriving a preliminary product list and the tasks required to deliver the products • Assumptions and their problems • Using a Work Breakdown Structure • Producing a project plan using Critical Path Analysis (PERT) techniques • Viable dependency relationships • Allowing for contingency - lead and lag
Analysis of a project plan Calculating the Critical Path • Understanding the importance of the Critical Path • Understanding float (slack) and contingency • Calculating the project costs and obtaining a budget for the project • Understanding the relationship between Time, Cost and Quality during a project life cycle • Dealing with resource conflicts
Control of project progress Setting a baseline • Understanding the importance of a 'control cycle' for project monitoring • Responding to problems and changes • The management of change • Producing management reports • Post Implementation Reviews

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 SSCBSPMP

