

Managing Successful Projects

This workshop will introduce the Project Management process, from initiation to review.

It will explain the major tools used to plan and control projects and raise awareness of the skills required to be a successful project manager.

Managers who are taking on responsibility for managing projects for the first time, or who have received no training in the area.

Attendees will be able to:

- Define the role of the Project Manager
- Clarify the roles and responsibilities of other key players
- Identify the differences between a project and normal work requirements
- Set clear project outcomes and deadlines
- Identify the stages of a project
- Use a standard approach to project planning
- Use recognised tools to plan tasks, sequence actions and decide duration
- Identify risks and develop contingency actions
- Describe the importance of communication throughout the project

Attendees to bring details of a current project. The programme is a mixture of input, discussion, practical exercises and review of projects the group is involved with.

Workshop duration: 2 days