

Course Outline

Project Management Training: Understanding Project Management

This class is not intended to take participants from a supervisory or administrative position to that of a project supervisor. But this class will familiarize them with the most frequent conditions and the most current thinking regarding job.

In this workshop, you will walk participants through the nuts and bolts of project management, from setting priorities to controlling costs and reporting on the outcomes. They may still need to deal with the unexpected, but they will be better prepared.

This program workshop will help you teach participants how to:

- Know what is meant by a project.
- Recognize what measures must be taken to complete projects on time and on budget.
- Sell ideas and create presentations.
- Use simple strategies and resources for planning and monitoring a project.
- Use methods for keeping the team motivated and focused.

Course Overview

We Discuss what's going to occur during the course and produce a few areas of concern with the group. Students will also have a chance to identify their personal learning goals.

What is a Job?

To begin, participants will learn ways in Which projects differ from other sorts of work and exactly what a job is and is not.

Project Management Basics

Next, participants will learn what is supposed By project management and what project management entails.

Preparing for Projects

Students will learn about eight classes to take into account when preparing a job.

How Can Projects Help Me?

Next, students will learn how projects can benefit not only their business, but also their own careers and professional development.

A Project's Life Cycle

Then, participants will learn about the four stages of a project's life cycle. They will also research what should happen during each phase to be able to keep a project moving, learn about project milestones, and look at why some projects fail.

Selling a Project

In this session, students will learn how to present their projects so as to get the support required for its achievement. They'll also learn how to evaluate and enhance their thoughts using priority matrices.

Preparing Your Project

Afterward, students will learn how to market their job to the management group. They'll also learn the best ways to approach management and obtain support for their job.

The Role of a Project Manager

In this session, participants will consider what it means to be a project manager. They'll also have the chance to complete a sample proposal form.

Project Objectives

Next, participants will learn how to compose clear project goals using the SPIRIT model. They'll also learn what criteria will need to be considered for project-specific targets.

Laying Out the Project

In this session, students will learn how to Plan their job, including how to write the Statement of Work, finish a Project Planning form, and write clear and concise reports.

Project Risks

Participants will learn about the various kinds of dangers their jobs face and how they may be reduced. They'll also learn about what limitations are and how they differ from dangers.

Contingency Planning

Afterward, students will look at contingency planning. They'll learn the elements of a contingency plan and think about what contingency plans their private projects will require.

What Really Has to Be Done?

In this session, students will learn some of the very best ways to plan and schedule their own jobs. They'll appear at laying out jobs, preparing basic programs, and how to schedule tasks efficiently.

The Work Breakdown Structure

Next, participants will look at how to make A Work Breakdown Structure and the way to split their tasks into manageable tasks to maintain their job's momentum going.

Planning Tools

In this session, students will learn about Several standard preparation tools, including milestone charts, PERT tools, Gantt charts, network diagrams, and flow charts.

Budgets

Next, students will look at the significance Of budgeting and a few budgeting methods for their own projects. They'll learn about what they need to budget for and how to construct their own budget.

Teamwork

Then students will look at one of The crucial elements of a project. They'll examine how to assemble a successful team and the best way to keep everybody working together and inspired.

Developing Teams

In this session, participants will look at Four issues which are fundamental to a team's success. Then they will learn how teams can work together through a job and what the project manager can do so as to help them succeed together.

Aspirinia

Next, students will participate in a situation Research about Aspirinia, an exercise designed to apply what they're learning about jobs and team building in a simulated, futuristic situation.

Communication Tips

In this session, participants will look at The way to keep communication flowing between their staff, their supervisor, and their clients or agents. They'll also learn about the value of reports in keeping communication open.

Closing Out a Project

Afterward, students will look at how to plan for The conclusion of a project. They'll learn how to close a job smoothly and be sure all loose ends are wrapped up.

Team Meetings

Next, participants will learn how to coordinate group meetings. They'll look at what team meetings will need to cover and the components for effective meeting management.

Presentation Primer

In this session, participants are awarded Time to think about their presentation strategies and consider how to apply what they have learned in the workshop for their project presentations.

Project Presentations

Students will now have the opportunity to prepare and present their projects. Participants are encouraged to offer feedback to one another, giving students some good feedback.

Course Wrap-Up

At the end of the Program, students will Have a chance to ask questions and complete an action plan.

This course can be fully customised for your business team.
Please contact us for more details and our team will happy to assist.

www.paramountplus.com.au
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