



Intermediate Project Management

Intermediate Project management is not limited to industries or individuals, with project manager certifications. Many of us are expected to complete tasks that're not typical in our roles and to do them well within budget and, on schedule.

This workshop is designed for those who have a grasp of the phase in a project's life cycle, which includes setting goals crafting a vision statement and developing the Statement of Work. Today we will guide you through the remaining three stages; planning, execution and termination.

Course Overview

The first portion of the day will be dedicated to getting acquainted with participants and discussing what will be covered during the workshop. Participants will also have an opportunity to define their learning objectives.

By the end of the course each learner will be able to;

- Identify the tasks and resources involved in their projects.
- Organize these tasks using the Work Breakdown Structure (WBS).
- Effectively schedule tasks.
- Utilize planning tools like Gantt charts, PERT diagrams and network diagrams.
- Prepare a project budget.
- Adapt project budgets and schedules to meet desired goals.
- Manage risks.
- Create a project plan.
- Successfully execute and conclude projects.
- Oversee a change control process.

What attention truly requires?

We will begin by examining the process of identifying and listing tasks as allocating resources during this session.

The Work Breakdown Structure

In this session, participants will delve into the significance of the Work Breakdown Structure (WBS) a planning tool widely recognized among project management organizations. We will explore what it entails and how to construct one effectively.

Organising Your Schedules

This session will cover estimating time requirements for each task along with considerations when creating schedules. We will also explore planning tools, like the Gantt chart milestone charts, action planning worksheets, network diagrams and flow charts.

Budgeting; the Tips and Tricks

Participants will gain insights into budgeting through a lecture. Then apply their knowledge to a practical case study.

Evaluating Project Risks

In this session participants will delve into understanding risks and how to identify and effectively manage them.

Creating the Final Plan

During this session all the planning activities we have undertaken today will culminate in creating the project plan.

Adapting to Changes

During this session participants will discuss strategies for compressing both the project schedule and budget.

The Execution Phase

This session will focus on tasks during project execution such as conducting status meetings and managing any arising issues.

Managing Changes

While executing a project it is crucial to establish a defined process for handling changes. This session will help participants outline a change control process to any project.

Concluding a Project

In this session we will cover the steps that should be followed by the participants when concluding or finalizing a project.

Summary of the Workshop

Towards the end of the course participants will be given a chance to seek clarification by asking questions and complete an action plan.

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