



Project Management Training: Understanding Project Management

Project management is no longer limited to construction engineers and military logistics experts. Nowadays individuals in roles are often required to handle assignments efficiently within budget and on schedule.

This workshop aims to familiarize participants with the concepts and latest practices in project management. While it does not intend to transform supervisors or administrators into fledged project managers these three days will provide insights into common terminology and contemporary perspectives on projects.

During this training session we will guide participants through the aspects of project management. Topics covered will include prioritization, cost control and progress reporting. Although unexpected challenges may still arise attendees will be better equipped to tackle them

Course Overview;

The initial part of the day will focus on introductions and discussing the agenda for the workshop. Participants will also have an opportunity to outline their personal learning goals.

This training session will enable you to educate participants on;

- Understanding the concept of a project.
- Identifying the steps for cost effective project completion.
- Presenting ideas convincingly, through communication strategies.
- Simple techniques and tools can be used to plan and track a project effectively.
- Employ methods that keep the team focused and motivated throughout the project.

So, what is a project?

Participants will start by understanding the distinctions, between projects and other types of work. They will gain clarity on what defines a project. What doesn't.

Moving on to the basics of project management

Participants will learn about the essence of managing a project and everything it entails.

Assignment Review Session

During this session participants will prepare themselves to address questions related to their projects. Additionally, they will become familiar with eight categories that need consideration when preparing for a project.

The significance of projects

It goes beyond benefiting companies; they can also have an impact on individuals' careers and professional development. Participants will discover how engaging in projects can contribute to growth well.

Understanding the life cycle of a project management.

Participants will explore the four phases that make up a project's life cycle. They'll delve into each phases requirements for maintaining progress examine milestones within projects and examine factors contributing to failed projects.

Presenting a project effectively

This session participants will learn skills on how to present their projects They will also gain the knowledge of assessing and prioritizing their ideas by using priority matrices.

Preparing Your Project

Afterwards participants will be taught how to present their project to the management team. They will also learn approaches to engage with management and seek support, for their project.

The Role of a Project Manager

During this session participants will delve into the responsibilities and expectations of a project manager. Additionally, they will have an opportunity to complete a sample proposal form.

Project Goals

Subsequently participants will understand how to formulate project goals utilizing the SPIRIT model. They will also grasp the criteria for defining goals to their projects.

Planning Your Project

In this session participants will acquire skills in planning their projects, including drafting a Statement of work completing a Project Planning form and producing concise and coherent reports.

Project Risks

Participants will familiarize themselves with types of risks that arise in projects and explore strategies, for risk reduction. Additionally, they'll gain insights into differentiating between risks and constraints.

Contingency Planning

Participants will examine contingency planning as part of their curriculum. They'll comprehensively understand the elements involved in creating contingency plans tailored specifically to their projects.

Determining Priorities

Participants will explore what truly needs attention amidst all these tasks and priorities. In this session participants will explore strategies, for planning and organizing their projects. They will delve into the process of structuring tasks creating schedules and optimizing activity timelines.

The Breakdown of Work

Participants will learn about constructing a Work Breakdown Structure, which entails breaking down tasks into activities to ensure the project maintains its momentum.

Tools use for Planning

During this session participants will be introduced to planning tools such as milestone charts, PERT tools, Gantt charts, network diagrams and flow charts.

Budgeting

Participants will gain insights into what aspects need to be budgeted for and how they can develop their budgets.

Collaborating with the Team

Participants will explore teamwork as an element in project success. They will examine team formation strategies and methods for fostering collaboration and motivation, among team members.

Building Strong Teams

In this session participants will focus on four factors to a team's triumph. Furthermore, they will learn how teams can collaborate throughout a project and discover how project managers can support them in achieving success.

Aspirinia

Participants will engage in an exercise called Aspirin. This activity aims to apply their knowledge of project management and team dynamics in a scenario.

Strategies of Communication

During this session participants will explore communication strategies to maintain interaction, among team members, managers and customers or agents. They will also understand the significance of reports in facilitating communication.

Finishing up a project

Participants will delve into the process of wrapping up a project. They will learn how to conclude a project while ensuring all loose ends are addressed.

Team Meeting Coordination

Participants will gain insights into what should be covered during these meetings and the key elements for meeting management.

Presentation Primer

This session includes a presentation primer where participants can reflect on their presentation techniques and consider how to apply what they have learned during the workshop to enhance their project presentations.

Presentations of Project

Participants will have the opportunity to prepare and deliver their project presentations. Encouraging an atmosphere of feedback exchange among peers is strongly emphasized.

Wrapping Up the Workshop

Lastly as the workshop nears its end participants will have an opportunity to ask any remaining questions they may have and create an action plan, for moving

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