



Project Planning Training

Welcome to the Project Planning Training session.

Projects regardless of their size are an occurrence, in the workplace. They are essential for businesses of all types. Require consideration at both macro and micro levels. These endeavors involve resources, funding and a team of individuals to ensure completion within a reasonable timeframe. The responsibility of coordinating projects can be overwhelming as it involves managing aspects simultaneously. This includes sourcing resources hiring the people for specific tasks determining their duration of employment evaluating potential risks associated with the projects initiation and implementing strategies to mitigate or overcome these risks.

Our training session focuses on assisting employees with project planning, in project management. We provide techniques, methods and planning tools to help design projects effectively and maintain long term focus.

Course Overview

The initial part of the session will involve getting acquainted with the participants and discussing the agenda for the workshop. Students will also have a chance to determine their learning objectives.

During this workshop you will learn how to;

- Familiarize yourself with the six-stage project management model
- Utilize logic diagrams to identify key stages
- Break down tasks and activities effectively
- Introduce and understand the functionality of Gantt charts
- Estimate costs, revenues and intangible benefits accurately
- Identify project deliverables
- The Planning Phase
- To start off participants will gain an understanding of the six-stage project management model.

Mapping tasks and activities

In this part of the session, you will learn how to break down work, into tasks and establish team structure and responsibilities.

Scheduling

During this portion we will take a look, at Gantt charts. Learn how to identify critical paths.

Estimating costs, revenues and intangible benefits

This segment focuses on teaching participants how to estimate costs related to staff, equipment, materials as identifying potential revenue streams. We'll also touch upon benefits that may arise from projects.

Workshop Wrap Up

Towards the end of the course there will be an opportunity for participants to ask questions and create an action plan.

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