

COURSE CONTENT OVERVIEW

# Project Management



This online Project Management course is designed to provide learners with a comprehensive introduction to project management so that you can successfully and confidently undertake your own project from start to finish.

The course provides tips, guidance and downloadable worksheets to guide you through the different stages of planning, executing and completing a project, including information on how to put together a project plan and deal with any hindrances along the way.

### **Module One: Introduction**

This module looks at what project management involves and gives an overview of the roles of a project manager, detailing how to ensure you carry out a successful project.

- What is a project?
- What is project management?
- Key definitions
- What does a project manager do?
- Benefits of project management
- Why projects fail

### **Module Two: Defining the Goals and Life-Cycle of the Project**

This module looks at how to create a goal for your project and provides tools for you to use to help in identifying your aims and objectives. The module also explains what is involved in the different stages of a project.

- The five elements of a project
- The project life-cycle
- Having a clear understanding of the project's aim
- SMART goals
- Stakeholder analysis

### **Module Three: Creating a Project Plan – Part 1**

This module explains the first steps in creating a project plan and looks at how you can plan effective time-frames and sequence the tasks. The module also provides some downloadable charts and diagrams for you to use when planning the timings and tasks of your own project.

- Listing tasks and resources
- Identifying milestones
- Estimating time
- Contingency time
- Covey's Time Management Matrix
- Time management tips
- Ordering tasks
- Dependent tasks
- Availability and scheduling
- PERT diagrams
- Gantt charts
- Network diagrams
- Flow charts

### **Module Four: Creating a Project Plan – Part 2**

This module looks further at creating a project plan by explaining how you can assign workers to tasks, remain on budget and ensure that your project doesn't go off-track in terms of time and money.

- Considering the people needed
- The cost of people
- Skills and availability
- Budget
- Variable and fixed costs
- Reviewing the project plan and making changes
- Reviewing the critical path

### **Module Five: Measuring, Managing and Maintaining Progress**

This module explains the importance of identifying and managing risks and issues within the project when it is in progress. The module also looks at the methods for measuring and maintaining progress to ensure that work is on track for completion.

- Identifying risks
- Known, predicted and unpredicted risks
- Managing risks
- Resolving issues
- Making changes
- Adding resources
- Maintaining progress
- Measuring progress
- Holding meetings
- Managing people

### **Module Six: Completing the Project**

This module explains what the project managers needs to do as the project comes to a close, including information on why it is important to review the project.

- Testing the project's elements
- Implementing procedures
- Customer support
- Returning resources
- Reviewing the project
- Celebrating

## Aims of the training

By the end of this course, you will:

- Be able to define project management and understand the reasons for using it.
- Understand how to make a project successful.
- Understand the different stages of a project's life cycle.
- Be able to create an effective project plan and understand what is needed at each stage.
- Have knowledge of the different charts and diagrams that can be used to help plan a project.
- Know how to predict and manage any risks that may hinder the project.
- Know how to maintain the project's progress and ensure that it is completed efficiently.