

## How to Manage Projects

### Online Short Course

The purpose of this session is to provide key tips on how to manage and deliver successful projects in busy operational environments.

The Project Management lifecycle is introduced along with key tips for scoping, planning and controlling a project of any size. The role of the project manager will be discussed along with the role of the business stakeholders.

### Topics

The following topics are covered:

1. How to run Successful Projects
2. Project Management Life Cycle and Phases
3. Getting the Work Done while keeping the Project under Control

### Duration and Format

This short training session is delivered online over 2-hours. The maximum number of participants is capped at 8 people.

This small group size allows each person to discuss their requirements, ask questions and work through some exercises.

On registration, each person receives a link to the Pre-Training Form to send questions and requirements in advance. Afterwards, each person receives a copy of the Project Management Reference Guide plus access to key Project Management templates.

### Fee

€250 per person  
No VAT applicable  
Full payment required on booking to reserve a space

### Presenter

This training session is delivered by Productivity & Wellbeing Consultant Moira Dunne, co-founder of [beproductive.ie](https://beproductive.ie).

You can read about Moira's 30-year corporate career here: <https://beproductive.ie/about/>

### Terms and Conditions

- No refund available but participants can use the full fee paid to book onto another date.
- Q1 2025 schedule - Jan 23<sup>rd</sup>, Feb 21<sup>st</sup>, Mar 26<sup>th</sup> 10:30am – 12:30pm
- This course runs every month, contact Moira for further dates and details.



Project Title		
Project Description		
Business Rationale		
Project Objectives		
Project Scope	In Scope	Out of Scope
Project Deliverables		
Project Sponsor		
Key Stakeholders		
Project Budget		
Project Timeline		
Project Risk		
Project Assumptions		
Project Dependencies		

