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Project Management Skills

1-Day Course

The purpose of this training is to provide a knowledge of how projects are best planned, delivered and controlled to aid successful delivery.

Target Audience:

This course is designed for part-time or full time Project Managers or Project Leads.

Course Objectives:

The key objectives of this training session are to:

- Provide an overview of the Project Management discipline
- Provide tips, skills and tools to guide the Project Manager through project management
- Understand the importance of clarifying the requirements, expectations and outputs required by the project before any work begins.

Course Format:

This 1-day course can be delivered in-house or online and may be split into a series of shorter sessions. The format is interactive with lots of time for questions, discussion and work on sample projects.

Course Outcomes:

Participants will have a better knowledge of how to manage projects with a greater chance of successful delivery.

Presenter

This course is delivered by Productivity Consultant Moira Dunne, a Project Management Professional (PMP) and Agile Consultant. You can read about Moira's corporate career here. https://beproductive.ie/about/

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Project Management Toolkit

The Project Management Toolkit is provided to help participants transfer their learning back in the workplace. The templates can be customised to fit company corporate branding as required.

Training Fee

The fee for a 1-Day Course is: €1500 in-person or €1300 online. This fee includes a Project Management Reference Guide and Toolkit plus access to Moira for support by email post training.

Course Topics

1. **Project Management Introduction**
    a. How to get the project started
    b. How to keep the project under control
    c. How to deliver the project
    d. How to close and learn from each project

2. **The Project Lifecycle**
    a. Project Management Principles
    b. Project Methodology & Terminology
    c. Introducing the Project Life Cycle & Four Key Phases

3. **Project Team Performance**
    a. Managing the Project through People
    b. Helping people find time for Project Activities
    c. Tips for Productive Team Meetings
    d. Transparent and Realistic Status Reporting

4. **Controlling the Project**
    a. The importance of a Baseline Project Plan
    b. Tracking the Project Plan
    c. Controlling the Project Scope
    d. Productive Status Update Meetings
    e. Managing Risk & Issues

5. **Communication with Stakeholders**
    a. Ongoing Communication to Manage Expectations
    b. Project Manager Communication Tips

6. **Course Summary, Review & Planning**
    a. Recap Key Tips for Successful Projects
    b. Individual Action Planning