



Course guide

Introduction to Project Management

Course outline

New to project management?

This one day primer is designed to give you the understanding of the language and principles of project management. If you need to hit the ground running in managing effective projects or working in a project team then this course is ideal for you.

Standard price £345

Check our website for any offers or phone us to get the best possible price

This knowledge packed one day course includes:

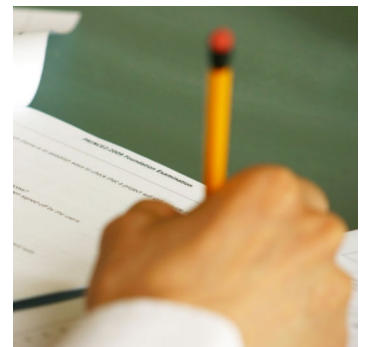
- Instructor led tuition from an experienced project manager and trainer
- Small focused class in our great venue in Charterhouse Square, London
- Practical individual and group exercises to help you to apply what you learn
- A KnowledgeTrain delegate pack of course notes, case study and exercises
- Free Project management templates CD
- Refreshments
- Certificate of training course attendance

Where and when?

London: 23 Jan, 24 Feb, 28 Mar, 16 Apr, 14 May, 11 Jun, 09 Jul, 10 Aug, 10 Sep, 08 Oct, 05 Nov, 03 Dec.

Manchester: 30 Jan, 27 Feb, 26 Mar, 23 Apr, 21 May, 18 Jun, 16 Jul, 13 Aug, 12 Sep, 10 Oct, 12 Nov, 10 Dec

Birmingham: 20 Jan, 20 Feb, 19 Mar, 18 Apr, 14 May, 14 Jun, 09 Jul, 14 Aug, 16 Sep, 08 Oct, 05 Nov, 03 Dec



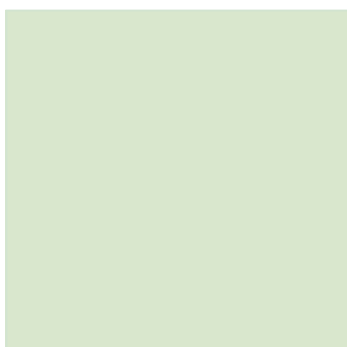
Course detail

This course covers several topics and will help you achieve the following outcomes:

- You'll become familiar with common terminology
- You'll learn the key characteristics of all projects
- You'll learn what makes a good project manager
- You'll learn to breakdown the project into separate phases
- You'll learn how to identify objectives which align with business goals
- You'll learn why defining the scope early means more chance of success later
- You'll learn the importance of identifying and managing stakeholders throughout
- You'll create a Work Breakdown Structures to identify and plan the work
- You'll learn how to identify the roles and responsibilities of your team members
- Understand the pitfalls of estimation and learn effective ways of estimating work
- You'll learn to perform effective scheduling using Gantt charts
- You'll learn how to apply the critical path technique to help you deliver on time
- Learn how to write a project plan
- You will learn how to track progress in order to keep on course
- Learn how effective reports can make the difference to enable you to track effectively
- You will learn the best way to manage change without jeopardizing your project
- You'll learn some key risk management techniques to help you avoid failure
- You'll learn how to improve your project management practices in future

Questions?

Call our training advisors on [0207 148 5985](tel:02071485985) with any questions you have. You can make a booking over the telephone, online at our website, or by filling in a booking form and sending to bookings@knowledgetrain.co.uk



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