The Successful Planning and Management of Projects

The course material is **based on PRINCE 2 and other proven standard techniques**, and is based on the **delivery of project products throughout the life cycle of the project**. A case study and practical exercises will be used during the course. **This can be made specific to an organisation's requirements**

Objectives

Make considered and realistic decisions regarding the viability of a project

Effectively pre-plan the work content of projects

Carry out risk analysis on a project. Produce a project plan using critical Path Analysis (PERT) techniques

Have an awareness of the resource requirements and any business conflict associated with their projects

Present projects to other people so that the understand what is happening and can support them in achieving their objectives

Understand project costs together with an introduction to Earned value Analysis

Audience

This course is designed for **Project Managers.**

Duration

This is **two-day The Successful Planning and Management of Projects** course. The course starts at **09:30** and runs until **16:30**. **Alternate timings** can be arranged upon request. The course can be held on a **date that suits you.**

Location

Our **The Successful Planning and Management of Projects** course can be run at **our training venue** near **Liverpool Street (London)** or any preferred location in the **UK or Europe**.

The Successful Planning and Management of Projects Course

Outline

What is Project Management?

The nature and range of projects

What are the fundamental problems to be addressed?

Why projects could fail

The role of the project manager

Project aims and objectives

Defining aims and objectives. The Business Case

Preparing a Project Initiation Document

Assessing the relative importance of time, cost and quality

Project Risk Analysis

Estimating the workload

The importance of realistic forecasting

Use of work standards, historical data, and standard deviation

Getting started

Deriving a preliminary product list and the tasks required to deliver the products

Assumptions and their problems

Using a Work Breakdown Structure

Producing a project plan using Critical Path Analysis (PERT) techniques

Viable dependency relationship

Allowing for contingency – lead and lag

Analysis of a project plan

Calculating the critical Path

Understanding the importance of the Critical Path

Understanding float (slack) and contingency

Calculating the project costs and obtaining a budget for the project

Understanding the relationship between Time, Cost and Quality during a project life cycle

Dealing with resource conflicts

Control of project progress

Setting a baseline

Understanding the importance of a 'control cycle' for project monitoring

Responding to problems and changes

The management of change

Producing management report

Post-implementation Review