PROFESSIONAL DEVELOPMENT TRAINING

Project Management Training

1300 121 400

REQUEST QUOTE

2.0 DAY COURSE

Utilising PMBOK, a global standard for managing projects, this 2-day Project Management training course will give you an overview of the entire project management process, as well as covering key project management tools that can be used every day.

The importance of delivering business results to specification, on time and within budget, is critical to the success of any project. And that is exactly what professional project management skills enable you to do - even if it is not officially called a 'project'. The ability to successfully manage projects from beginning to end, no matter their size, is a highly desirable skill in today's workplace.

In this course you'll learn required skills like estimating and scheduling as well as how to produce project-related documentation like project plan worksheets, charters and communication plans. Learn how to use planning tools like Gantt and RACI charts, establish baselines and much more.

This dynamic course by PD Training is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

Please click on the Public Class tab below to view our Project Management Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

In the past few decades, organisations have discovered that the principles used to create enormous successes in large projects can be applied to projects of any size. As a result, many employees are expected to understand project management techniques and how to apply them to projects of all sizes and time frames.

The project management role is arguably one of the most challenging of roles within the project team. As the project progresses through its various life cycle stages, project managers must be able to adapt themselves to the changing demands of the project and the team.

Effective and efficient Project Managers will ensure project success and help organisations and individuals exceed stakeholder expectations. This workshop will introduce participants to the entire project management process, as well as key project management tools and principles that can be used every day.

Outcomes

- Define projects, project management, and project managers
- Identify the importance of PMBOK and PMI
- Examine the five process groups & nine knowledge areas as defined by the PMI
- Describe the triple constraint
- Perform a project needs assessment & write goals, requirements & deliverables
- Create key project documents including a statement of work, project plan worksheet & project charter
- Build a project schedule, estimating time, costs & resources
- Master the work breakdown structure
- Create project planning documents including a schedule, a risk management plan & a communication plan
- Use planning tools including the Gantt chart, network diagram & RACI chart
- Establish and use baselines
- Monitor and maintain a project
- Perform basic project management tasks including leading status meetings
- Manage and complete all documents at the end of a project

Modules

Lesson 1: Key Concepts

- Expectations
- Workshop Objectives
- Key Terms
- Eight Performance Domains
- Knowledge Areas
- Portfolio, Program and Project
- Triple Constraints
- Project Benefits
- Project Lifecycle

Lesson 2: Initiation - Part One

- Writing the Problem Statement
- Stakeholder Analysis
- Create a SMART Project Goal

Lesson 3: Initiation - Part Two

- Requirements and Deliverables

Lesson 4: Planning - Part One

- Project Management Plan

- Identify the Project Requirements and Deliverables
- Identify the Project Scope
- Managing Expectations
- Complete the Project Charter

- Work Breakdown Structure
- Estimating Time
- Resource for a Project
- Estimate the Resources
- Creating a Schedule
- Sequencing Work Packages

Lesson 5: Planning - Part Two

- Network Diagram
- RASCI Chart
- Project Risk
- Quantifying Risk
- Manage Risk
- Mitigating Risk

Lesson 6: Planning - Part Three

- Project Communication Plan

Lesson 7: Executing the Project

- Monitoring Project Progress
- Dealing with Execution Changes
- Triple Constraint Reduction Methods

Lesson 8: Maintaining and Controlling the Project

- Budget Blowout
- Project Status Report
- Change Request

Lesson 9: Closing Out

- Learning from the Project
- Scope Verification

Talk to our expert team

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