



# Introduction to Project Management

**2.0 or 1.5 Days Workshop**

## **Overview**

This workshop provides delegates with a structured framework to allow them to plan, monitor and control all aspects of a project. It will enable them to be able to motivate their team to achieve the project objectives on time and the specified cost & quality. It is ideal for individuals that are running small to medium sized projects and need to learn basic tools that will enable to run their projects effectively. This programme can be run with or without Microsoft Project.

**Objectives:** Delegates will be able to

- Explain the structure for managing small individual projects
- Produce a feasibility & terms of reference for a project
- Produce a project plan with a clearly identified beginning, end and accurate time scales
- Produce a project plan that includes logical milestones
- Identify risks & how to deal with them
- Identify the critical path of a project
- Monitor & control the project

## **Contents:**

- Project plans and feasibility reports
- Milestones
- Gant Charts
- Risk Analysis

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