



Intro to Project Management including Microsoft Project Training

2.0 or 2.5 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
- Transfer a project plan into Microsoft Project in a practical way

Contents:

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

Accelerate UK
16 St Martins Le Grand
London EC1A 4EN
+44 (0) 870 803 0790
+44 (0) 20 7397 8797
www.accelerate.uk.com



Accelerate UK