

# Project Management Fundamentals

- Getting results through people and projects
- 2 day program

This two-day program, is based on industry standards, introduces the theory and practice of project management. The course covers initiating, planning, implementing, controlling and closing projects with a focus on 'getting it right, up front'. It provides participants with a framework, knowledge, understanding and tools to manage projects in today's workplaces.

A variety of practical activities provide an opportunity for participants to apply project management principles and templates to either their own workplace project or a case study. Development of the personal and interpersonal skills vital to project success is integrated into this course.

## In this intensive two day program you will learn;

- What is a project?
- What is project management?
- A project management Roadmap
- The nine functions of project management
- Key project management terms
- Time, cost, quality relationship
- Project control cycle
- Pareto principle
- Project life-cycle
- Project processes
- Project environment/context
- The client & other key stakeholders
- Roles & responsibilities
- Key deliverables
- Project success and ways to prevent failure
- People skills including:
  - Communication
  - Leadership
  - Negotiation
- Teamwork

## Who should attend;

- Project team members (finance, marketing, sales, HR, operations and other 'specialists')
- Those people new to project management
- Operational and projects' people for whom project management is a part of their role
- Team leaders
- Line managers



Alan Schwartz (MPM, MPD, CMC) - Alan has specialised in the design and delivery of project management and management training programs. He has educated, trained and assessed over 2,500 people, including senior managers, middle managers, project managers and team members. Alan has been responsible for the management of small, medium and large projects and has coached over 250 project teams.

## Benefits of attending:

- Increase client & senior management satisfaction
- Quicker & better outputs & results
- Greater job satisfaction
- More productivity



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