

This intensive 3 day applied project management course is for those who wish to develop the capability to manage their projects successfully. The course demonstrates how to deliver an actual project through the application of the ProjectLite methodology.

Like all our training events, this course is offered only on a company in-house basis. Our unique training approach is to provide for the individual project management needs of companies by undertaking a training needs analysis. This needs analysis is designed to capture key information to allow us to design and develop an effective Project Management course for your company and employees. Organisational, project management and employee needs are carefully considered and factored into training delivery.

Our unique in-house training approach has a number of advantages:

- Course content and delivery is tailored to your specific requirements and key concepts are applied to projects that are underway in your organisation
- Training will reflect the needs and experience of your project people
- Training is conducted on your premises or any other suitable training venue
- You choose the course dates
- You benefit from lower costs

Course Benefits

You will learn best practice project management concepts and master the essential tools and techniques through application of ProjectLite to a project of your own. You will enhance your project management skills and your value to your organisation by learning a simple yet effective framework for successful project delivery. You will become an enabler of change helping your organisation to grow and prosper by achieving business benefits through your project management capability.

Who Should Attend?

This course is particularly effective for project managers, project team members and others who find themselves in a project management role. The Project Management Essentials course provides a rigorous treatment of all aspects of project management and is tailored specifically for such people. The course is not suitable for very experienced project managers who already work in a mature and structured project management environment.

Entry Requirements

There are no formal entry requirements. However, you should have some work experience ideally with knowledge of or exposure to a project related role.

Course Overview

The course is 3 days long and is most effective when delivered on 3 separate days over a 3 week period. This approach allows participants the time to absorb and action what they have learned by applying concepts to a project of their own from within their own organisations.

The course covers the essential features of project management from establishing and agreeing the project scope to handover and closure of the project. Key project management concepts and tools are illustrated and reinforced using a sophisticated case study.

The unique and real value added is through participants tailoring the course to their own specific needs by applying the learnings to a project of your own. By the end of the course, participants will have not just have gained theoretical knowledge but will have applied the concepts learned to a project that is relevant to them and they will have developed a realistic framework for its delivery.

Course Objectives

On successful completion of this course, participants will be equipped with a set of concepts and essential tools and techniques that can be applied to their projects immediately to beneficial effect. The benefits include:

- Enhanced project management skills
 - Immediate payback through increased probability of successful delivery of projects
 - Career enhancement through increasing your contribution and value to your organisation
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Course Contents ProjectLite Methodology

Module 1 - Establish and Define Project Scope

- Create a Scope Statement
- Create the Work Breakdown Structure
- Create Work Breakdown Structure Dictionary Entries

Module 2 – Manage Stakeholders

- Stakeholder Identification
- Stakeholder Analysis
- Managing and Communicating with Stakeholders

Module 3 – Detailed Planning

- Breakdown of Work Activity
- Activity Dependencies
- Scheduling
- Resource estimation and allocation
- Creation of Project Budget

Module 4 - Managing Risk

- Risk Identification
- Qualitative Risk Analysis
- Risk Response Planning
- Risk Monitoring and Control

Module 5 - Executing the Plan

- Monitoring and Controlling the Project
- Use of Earned Value and other Techniques
- Status reports
- Change Management
- Taking Corrective Actions

Module 6 – Handover of the Project

- Project Verification
 - Proving Project Objectives
 - Project Closure
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Trainer

Tom Ferguson, MPM, B.Sc. (IT), Dip. IT, Dip. Exec Coach, PMP, CTP.

Tom has over fifteen year's project management experience across both the public and private sectors. He has managed significant and complex projects for the organisations in which he has worked - mostly within the IT and engineering domains. Tom holds a Masters in Project Management from the University of Limerick, a B.Sc. in Information Technology from Dublin City University and a Diploma in Executive Coaching from the Irish Management Institute (IMI).

In addition, he has been certified as a Project Management Professional (PMP) by the Project Management Institute (PMI) and as a Certified Training Professional (CTP) by the Irish Computer Society. Tom is the founder and CEO of PM Edge and has applied his unique experience and insights to the design and delivery of practical and innovative training courses that help organisations make their projects work.

We would be delighted to discuss this course and other ways we can work together to make your projects work.

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