



Fundamentals of Project Management

COURSE OUTCOMES

Upon completing this course, attendees will:

- Understand how Project Management principles are applied and can increase the effectiveness of their organisations.
- Be able to take a practical approach to deciding how a Project Management body-of-knowledge applies to different types of projects.
- Be able to outline the most important tasks for each phase of the Project Lifecycle.
- Understand proven approaches to planning, tracking, and taking action on a project's risk, cost, schedule and related issues.
- Understand the importance of Quality in project planning and how to use a range of strategies to achieve quality outcomes.
- Be able to demonstrate improved communication and feedback skills to manage outcomes.
- Understand why non-heroic leadership is essential and how it can be developed.

WHO SHOULD ATTEND?

Anyone with responsibility for delivering a special outcome to an organisation will learn the skills needed for facing new or unknown challenges in delivering those outcomes - on budget and on time. This course will help develop general, practical knowledge of a practice that is essential for successful business change today. An understanding of the principles and mechanics of managing projects is as relevant for stakeholders and members of project teams as it is for those who are responsible for managing teams.

The course assumes no previous experience. It will prove invaluable to managers, business analysts and other personnel involved with projects of all kinds.

PUBLIC COURSES

We offer public courses in Brisbane, Melbourne, Perth and Sydney on a regular schedule February through to November. Browse the online Training Calendar or download the printable calendar at www.promendo.com/index.php?calendar

IN-HOUSE TRAINING

Courses can be delivered at your business location, or at an off-site venue of your choice, for groups of 8-10 participants. Our consultation prior to delivery identifies your concerns, including project needs, and ensures a focus that is specific to your organisation.

A basic course designed to build the skills and confidence needed to apply modern project management techniques to business transformation, IT solution delivery or any special project.

COURSE CONTENT

Course material and activities are organised into the following modules.

Introduction to Project Management

Learn about practices that are considered standard in Project Management, and how to make them work for you on a project.

The Role of the Project Manager

Find out exactly what is expected of best-practice Project Managers and understand the working relationships that are essential. Learn why projects unfold the way they do, and explore the practical, reliable ways to influence and control outcomes.

The Project Lifecycle

See how today's best-practice Project Management is built on years of real world project experience and why a lifecycle approach is fundamental to success.

Project Initiation

Learn about the importance of the Project Charter and establishing scope and business value prior to beginning work on a project. Try presenting and justifying a project proposal through a guided activity.

Project Planning

Learn how to developing a solid project plan as the foundation of a well-managed project. Then participate in a series of team activities to perform the detail tasks required when planning a project.

Project Execution

Learn how to acquire resources and develop an effective team. Become familiar with approaches and techniques for capturing project status. Both manual and automated tools and techniques are presented and explained.

Controlling & Reporting

Continuing with team activities, try your hand at tracking progress. Learn about ways to handle the impact of changes – internal and external – on project scope and schedules.

Tools of the Trade

Review the tools, templates and techniques employed during the course (provided as an Appendix in the course materials). Conclude with a demonstration of the popular software tool MS Project.

WHY PROMENDO?

Unlike other training providers' courses, ours focus on business needs rather than take a technical approach. We focus on outcomes, using tips and techniques that work. The course is hands-on, with practical examples and worked case studies. Promendo instructors are experienced business consulting practitioners with experience across a broad range of industries.

WHAT PEOPLE HAVE SAID ABOUT OUR TRAINING

"I was very pleased with the course and have already recommended it to others."

"The activities were a very useful way to practice what was learned."

Request a registration form at

www.promendo.com/index.php?training

Contact the Promendo Training Team on **1300 654 676**.

Email **training@promendo.com** to receive prompt assistance with queries about schedule and availability.