

Working with Projects - for non project managers

Description: Many courses are available in the market today that focus on the various skills of project management. However, for each Project Manager there is typically a larger number of project team members or non-project business people who are effected either during or after the project.

It is useful to provide education for staff on how projects are set up and managed so that they have a good appreciation of their role in the context of project initiatives - and in particular what might be expected of them.

This course is aimed at people who are new to projects, who will not be managing projects in the short term, and who need a good understanding of projects and how they are set up, managed and controlled.

Audience:

- ✧ Project team members that need to understand high-level project management concepts
- ✧ Clients, customers and all stakeholders that participate in, or are affected by, projects

Duration: 1 Day

Prerequisites: None, this class provides a basic overview of project management concepts

Learning Outcomes: At the end of this class, participants will be able to:

- ✧ Understand what constitutes a project and better appreciate what is involved in project planning and delivery
- ✧ Have knowledge of Project Management terms and methods in order to better understand the actions and outcomes within a project.
- ✧ Be better able to engage those involved in a project "on their ground"
- ✧ Understand the reporting of cost and other planned items within and outside of a project.



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- Content:**
- ✧ What is a project?
 - ✧ What are the keys steps in planning a project?
 - ✧ Roles and responsibilities of those inside and outside of the project
 - ✧ Key elements of Project Management, Control and Communications
 - ✧ Methods and terminologies of Project Management

This a very practical course with numerous exercises and scenarios to consolidate the concepts learned in the class.

This class is delivered in conjunction with TenStep.



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