



Trainer: Mike Warren

ProjectSOLUTIONS: Project Management Training

The Art of delivering a project on schedule to budget and to quality

This training workshop is to help people with no previous project management experience noticeably improve their project planning skills so that your business grows and your team feel good about the contribution they're making.

ProjectSOLUTIONS teaches you all of the skills you need to handle the project brief, set the budget and time schedule, and manage accounts. Skills such as resource allocation, managing team members, and hitting project milestones are taught in a lively and interactive way.

ProjectSOLUTIONS provides participants with the essential techniques and skills to effectively manage projects - to understand the process and how to stay on course.

Using a mix of PowerPoint presentations and interactive group exercises, the course will develop participant's skills in how to identify the critical stages in a project and plan these in the most efficient way.

After Day 1 you will be able to practice your skills with a real live work-based project – returning on Day 2 to discuss your plan with the rest of the group.

You will leave the training with a new attitude towards project management, with the skills needed to be successful in managing risks, and delivering a quality product on time and within budget.

Course Structure:

Day 1

1. Identify Goals and Objectives
2. Case Study – Celtic Medical Aids
3. Project Brief
4. Terms and Conditions
5. Managing Clients
6. Financial Justification
7. Building Your Dream Team
8. Project Milestones
9. Resource Allocation
10. Task Plans & Gantt Charts
11. Motivating Team Members
12. Homework – Your Project Plan

Day 2

1. Summary of Day 1
2. Individual Project Plans
3. Evaluating Proposals
4. Controlling Risks
5. Communicating Effectively
6. Quality Management Plan
7. Team Calendar
8. Summary of Workshop
9. Action Items
10. Close