

Course Profile

Course Name: **Project Management Techniques**

Duration: 1 Day

Objectives:

Have you ever had to take on the following tasks?

- Planning a Party
- Building a shed
- Preparing an annual report
- Developing a new product

These could all be projects! Managing projects successfully is a key skill for success. This one-day course will teach you how to manage each phase of a project: conceptual, planning, execution, and termination

Course Content:

- Understanding projects/project management
 - A project's life cycle
 - The key players
 - Deciding on a project
 - Basic project information
 - Creating a vision and setting goals
 - Using a target chart and statement of work
 - The project planning worksheet
 - Identifying tasks and resources
 - Identifying risks and constraints
 - Preparing a schedule
 - Creating a Gantt chart
 - Controlling changes
 - Tracking tools, including status meetings
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How You Will Benefit:

- Understand project management basics
- Be familiar with the conceptual phase
- Understand the planning phase
- Execute and terminate a project