

Essentials of Project Management

The program fee includes:

- Printed materials
- Tools and Strategies
- Workshops
- All other incidentals

Workshop

Time	9:00 am – 4:30 pm (8:45 am Arrival)	
Facilitator	The Centre for People Development	
Location	TBC	
Price	Fee	\$2,250

Rates are for up to 16 participants

*(venue and catering costs not included)



Essentials of Project Management

Overview

Increasingly, managers and staff are involved in managing projects even though they may not be called project managers. "Project Management – Essentials" is a one-day program designed to enable participants to understand the role of the project manager and to establish and work through the phases of a project.

Material covered includes:

- An understanding of the basis of project management including initiation and scoping, planning, project execution, control, review and project closure
- Skills to apply tools, systems and processes of project management to your project(s)
- Project control, risk management and contingency plans
- Governance and ethics
- Communication, evaluation and reporting

This course is designed for those who have been exposed to project management principles but need a refresher or want to improve their knowledge and skills and enhance their ability to successfully contribute to projects according to agreed outcomes, timeframes and budget.. The program includes case study examples and 'how to' checklists for participants to use in their workplace, including a range of project management templates available for download and use within your organisation.

Pre-requisites or assumptions

No assumption is made that participants will have academic or professional qualifications in this topic area.

Who is this designed for?

This course is designed for those who might have been exposed to project management, or workplace projects but are still at an introductory level. It will suit those who need a refresher on the basics of project management or want to improve their knowledge and skills around applying project management methodology to their work and establish more efficient and effective ways to deliver agreed/desired outcomes in their workplace.

CONTACT

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