



Project Managers Network

Creating capability in Project Management



Project Managers Network
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Course PMNE - Project Management Essentials

Project Management Training from PMN

Project Managers Network offers clients a variety of courses dealing with all levels of experience in Project Management.

Project Management Essentials is designed for participants who manage business projects in which one or more of the following apply:

- the Project Manager or team members are not necessarily full-time on the project
- projects tend to be self-contained and do not have the complexity of integrating numerous areas in the business, and
- funding levels are not so extensive as to require more rigorous and very formal methods of planning and control.

Learning outcomes

The course covers the activities involved in each of the major processes of Project Management - Initialising, Planning, Execution, Controlling and Closing.

At the completion of this program, participants will learn how to:

- Using a structured approach, prepare a project plan, incorporating appropriate plans, schedules, a budget and specific outputs/deliverables for each step of the plan.
- Define the scope and user requirements of a project, and identify means of controlling changes to the scope.
- Develop a realistic schedule which meets the project owners' constraints
- Identify and manage risks which could de-rail the project
- Determine project quality objectives and identify appropriate controls to ensure quality outcomes are achieved.
- Use methods for timely and accurate reporting of progress against plan
- Manage stakeholders to ensure they remain committed and involved throughout the project
- Manage issues arising from the project's dependence on external groups
- Ensure they obtain the appropriate resources for the project
- Build effective teams which are committed to the project goals

As well as providing a sound grounding in Project Management principles the course encourages the participants to consider how effective Project Managers behave and to adopt these models on their projects.

Attendance

Two days duration. Course will run from 9.00 am to 5.00 pm each day with short breaks for lunch, morning and afternoon refreshments.

Learning approach

Interactive presentations by the Course Leader will elicit what the group already knows about Project Management, and provide a context for explaining principles. Using a case study provided in advance, small workshop groups undertake exercises to assist with the application of the principles. Suggested solutions are provided to the case study questions and the group reflects on the application of the learning experience.

Participants will be supplied with a workbook of comprehensive course material which includes outlines of processes, illustrative templates, checklists and self assessment questions for review after the course.

Course outline

Module	Content	
1	Introduction	Project characteristics, PM processes, stages, CSFs, typical project problems
2	Project Initiation & Stakeholders	Project start -up activities, project constraints and managing stakeholders involvement
3	Defining the Project Scope	Gathering requirements, scope definition, scope changes
4	Planning	Planning process/workflow, Work Breakdown Structure, dependencies, estimating, milestones, schedule development, project budget, contingency reserves, suppliers.
5	Quality & Risk Management	Principles of Quality and Risk Management, how to control quality of project deliverables and identify and manage risks
6	Project execution	Resource plans, project teams, PM skills and training, task delegation, how to monitor and control other groups you rely on – outside suppliers
7	Status reporting and correcting variances to plan	Using the baseline plan. How to determine accurate status, what to report, and what actions to take on variances to plan
8	Managing dependencies & Project Closure	Project closure
9	Course wrap-up	Review of key course concepts planned follow-up activities

Note:

This course makes references to the features of planning tools such as Microsoft Project but it does **not** teach participants how to use it. The material covered in the course outlines the process for collecting the data to drive such software tools.

Standards

Some of the course material makes reference to the book “A Guide to the Project Management Body of Knowledge” Fourth Edition (2008), published by the Project Management Institute Standards Committee. All the courses and workshops run by the company are based upon the ANSI standard framework developed by the Project Management Institute, Inc., which underlies Australia’s AQF National Competency Standards for Project Management (NCSPM). In addition, the company undertakes reviews and mentoring assignments designed to impart these standards to existing project staff.

Project Managers Network is a Registered Education Provider (#1467) for the Project Management Institute. All our courses offer PMI members Professional Development Units to maintain their PMP certification. This course offers attendees 13.5 PDUs/Contact Hours.

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