

## Project Management Overview

This course can be tailored to an organisation's requirement and presents an overview of best-practice project management and working in a project organisation. It will provide an introduction to the key project management tools and techniques and will be suitable for staff working with or within project teams.

### Course duration

Typically 1 to 2 days

### Who should attend?

Tailored to suit participants from project team members to senior managers who need an overview level of knowledge of projects and project management.

### Course content

Tailored to suit the requirements –for example typical content might include:

- Introduction
- Project management context
- Project Lifecycle
- Stakeholder management
- Project organisation and roles
- Scope and breakdown structures
- Planning and estimating
- Risk management
- Change control
- Project closure and review

### Pre-requisites

None.

### Course style

The course is highly participative using exercises and case studies.

### Availability

This course is available as an in-house programme only and can be tailored to match the needs of your organisation. To discuss dates and venues please contact Provek.

### Course objectives are tailored and can include:

- Define a project, project management and the process of project management
- Describe project success criteria
- Define different roles required in a project
- Define the project's context and understand the need for stakeholder management
- Define the reasons for managing projects in life cycles and the need for phase reviews
- Define purpose, benefits and content of a PMP
- Define project scope and describe the main break down structures used on projects
- Describe the role of milestone planning, a bar-chart and the critical path
- Describe the accuracy of estimates and different estimation methods
- Define a risk and describe the risk management process
- Understand the differences between quality planning, assurance and control
- Understand the purpose of formal change control on projects and describe the procedure
- Describe the purpose and processes for hand-over and project close out



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