

# PROJECT MANAGEMENT

## *...The secrets to success*

In the past few decades, organisations have discovered something incredible; the principles that have been used to create enormous successes in large projects can be applied to projects of any size to create extraordinary success. As a result, many employees are expected to understand project management techniques and how to apply them to all projects.

This one-day course provides participants with the fundamentals of the entire project management process, as well as essential project management tools and techniques to guarantee projects are correctly lead and executed from start to finish.

### **COURSE TOPICS:**

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- ✓ Describe the triple constraint
  - ✓ Perform a project-needs assessment and write goals, requirements, and deliverables
  - ✓ Create key project documents, including the statement of work, project planning worksheet, and project charter
  - ✓ Build a project schedule by estimating time, costs, and resources
  - ✓ Understand and use the work breakdown structure
  - ✓ Create project planning documents, such as a schedule, risk management plan, and communication plan
  - ✓ Use planning tools, including the Gantt chart, network diagram, and RACI chart
  - ✓ Establish and use baselines
  - ✓ Monitor and maintain the project
  - ✓ Perform basic management tasks, including leading status meetings and ensuring all documents are complete at the end of the project
- ✓ Projects, project management, and project managers explained
  - ✓ Identify the importance of the PMBOK & PMI
  - ✓ Identify the five process groups and nine knowledge areas as defined by the PMI

### **WHO'S IT FOR?**

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- Team leaders or emerging leaders
- CEOs and senior executives
- People wishing to accomplish a project that comes in on time, on budget and at the stipulated quality
- Anyone who wants to broaden their skills to incorporate project management fundamentals
- Team members working as part of teams and projects
- Anyone struggling with projects in their current role

For more information  
visit our website  
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or phone 1300 212 212