

Q *How can we get our projects in on time?*

Your frustrations

*Trying to achieve too much at once
Wondering why things overrun
People who don't pull their weight
'Circumstances beyond our control'*

Successful Project Management

Successful businesses are more and more being run on a project or team basis - but many managers lack the specialised skills required to bring in their projects on time, on budget and to specification.

This means that Project Management skills are becoming more and more essential for all managers who wish to achieve success and promotion. This workshop-style course reflects the philosophy that projects are driven by people - but that there are tools and techniques which have been specially designed to help.

The course consists of a series of input sessions, case studies, practical exercises and demonstrations of techniques designed to help participants explore the various approaches to Project Management and manage their own projects successfully.



You will learn

- Concepts and approaches in project management
- The skills and qualities of successful project managers
- Techniques for planning and organising
- How manage time and resources
- Identifying and assessing risk and contingency planning
- Tasks, dependencies and scheduling
- Use of Gantt and PERT charts
- Use of computers in project management
- Feasibility studies and project appraisal
- Managing project meetings
- Building project teams
- Negotiating contracts and working relationships
- Project reporting and documentation

Who will benefit?

Managers from all functions as well as those with specific project management responsibilities.

Programme high points

- Discovering tools and techniques to control time and meet deadlines
- Identifying the critical tasks
- Learning how to build effective project teams

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