

Project Management is a multi-faceted role that requires a combination of essential skills and knowledge to organise and control projects as well as planning, scheduling and monitoring of procedures which ultimately lead to greater job satisfaction and increased career opportunities. Project Management skills are essential for co-ordinating projects, teams, departments and companies. A project manager is required to motivate, delegate, communicate and lead a project to successful completion. This course takes the delegate through each step of creating a project plan from entering tasks to understanding critical path analysis as well as setting up and managing both internal and external resource pools to allocate against each of the project tasks. This in turn will lead to a start and finish date, and budget that can be managed using Microsoft Project through each task and stage through to completion.

WEEK 1 (5 days)

- Infrastructure of Project Management

During the first week you will learn the criteria for good project management, how to set up & monitor projects, learn to use Microsoft Project & apply the theory to a working environment.

- Introduction

Definition of a project, theory of project management & the stages involved.

- Set up

Setting up a project, project work skills, implementation & monitoring, updating & reviewing, budgets & constraints, remedial action plans, delivery & completion.

- Implementation

Determining & organising tasks, generating task lists, setting time tables, determining milestones, problems & constraints, critical path mode & resource application.

- Communication

Gaining a basic understanding of time management, communication skills, motivation skills, team leadership, negotiating skills, conflict management & change management.

WEEK 2 (4 days)

- Introduction

Project definitions

Types of plans & reports

Tailoring project management to specific projects

- Defining project & resource calendars
- Essentials of Microsoft Project
- Creating relationships between tasks
- Task restraints
- Creating an internal resource pool
- Resolving scheduling problems
- Assigning costs to resources & tasks
- Project baselines & monitoring
- Using the Help system
- Creating tasks & milestones
- Outlining & summary tasks
- Filtering & sorting
- Assigning resources to tasks
- Resource over allocations
- Reports and summaries
- Working with multiple projects

40% Theory 60% Practical



(split into two sections):

Weeks 1 Monday to Friday

Weeks 2 Monday to Thursday

Course ambition

On successful completion delegates gain a broad understanding of the process of managing projects in a wide range of environments..

Prerequisites

PC skills using Microsoft Windows are necessary and some previous management experience is advantageous.

2 x BTEC Qualifications

BTEC Advanced Award in Project Management Techniques (Level 3)

BTEC Professional Award in Project Management Using IT (Level 4)

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