



Current Project Management Techniques to Increase Effectiveness

Have you ever had to take on one of the following tasks?

Planning a party

Building a shed

Preparing an annual report

Developing a new product

These could all be projects! Managing projects successfully is a key skill for success. This one-day course will teach you how to manage each phase of a project: conceptual, planning, execution, and termination.

How You Will Benefit:

- Understand project management basics
- Be familiar with the conceptual phase
- Understand the planning phase
- Execute and terminate a project

What You Will Cover:

- Understanding projects/project management
- A project's life cycle
- The key players
- Deciding on a project
- Basic project information
- Creating a vision and setting goals
- Using a target chart and statement of work
- The project planning worksheet
- Identifying tasks and resources
- Identifying risks and constraints
- Preparing a schedule
- Creating a Gantt chart
- Controlling changes
- Tracking tools, including status meetings