



Project Management Essentials

2 x Full Days

9:00am – 4:00pm

Topics Covered:

At the completion of this course, attendees will have an excellent fundamental knowledge of the Project Management discipline and possess the skills to apply that knowledge in the workplace. Envisage Training have developed a course to be the perfect balance between theory and the practical application of that theory. Attendees will learn current world best practice in project management with Day 2 of the course dedicated to using Microsoft Project 2003, a widely accepted Project Management tool. This course provides an overview to project management and will give those new to the topic a broader view of the subject and those with hands on experience some additional theory and procedures to implement.

Day 1 – Theory of Project Management

- Project Managers Body of Knowledge
- Projects and Operations
- A successful project
- The process
- PM functions
- Project Life Cycle
- Stakeholders
- Project Rules
 - Project Charter
 - Statement of works
 - Responsibility Matrix
- Risk Management

Day 2 – Building and Scheduling a Project

- Work break down Structure
- Project Schedule
- Network Diagrams
- Working with Resources
- Balancing the project
- Project communications
- Change management
- Measuring progress
- Organisational structure and projects
- Work break downs structures and
- Scope Documents
- Levels of Detail?
- Detail enables control!
- Using MS Project
 - Using calendars
 - Outlining project sections/phases
- Milestones/deliverables
- Task durations
- Task dependencies/relations
- Constraints
- Resources
- Costs
- Assigning resources
- Project monitoring and control





Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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Last Updated: Jan 2008
PDPM04

Duration:

2 x Full Days

Who should attend:

This course is ideal for those people whose job roles include; project management or are newly appointed Project Managers. Experienced Project Managers, who are looking to acquire new skills and currency in Project Management or MS Project users, can also realize significant benefit from this training.

Trainer Profile:

Phil Greenwood has worked as a consultant in the construction industry both in the UK and Africa for over 20 years and for the last 12 years has ran his own business originally in the UK and since 2000, in Australia. Working on small and very large projects, project management was an integral part of his work. As a corporate trainer, he has trained many people in both the public and private sectors. Organisations he has worked with include: Queensland Health, Shamrock Civil Engineers, Mirvac, Brisbane City Council, Virgin Blue Airlines, Suncorp, and Department of Defence.

Course Pre-requisites:

Participants should be familiar with working in a Windows environment and have a general basic understanding of Microsoft Project.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Project application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Time Management with Microsoft Outlook
- Microsoft Project (Introduction, Intermediate, Advanced)