



Essential Project Management

2 Full Days

9:00am – 4:00pm

Topics Covered:

On completion of this course, attendees will have an excellent fundamental knowledge of the Project Management discipline and will possess the skills to apply the knowledge that has been gained, in their workplace. Envisage Training has developed a course which balances perfectly between; theory and the practical application of that theory. Attendees will learn current best practice in Project Management during this 2-day course. This course provides an overview to Project Management and will give those new to the topic a broad view of the subject, whilst those with existing hands-on experience, will gain from learning additional theories and practices they can implement in their workplace.

Day 1 – Essential Project Management

- **Project Management Body of Knowledge (PMBOK)**
- **Projects and Operations**
- **Reasons for Project Failure**
- **The Project Life Cycle**
- **9 Areas of PMBoK**
- **Stakeholders**
- **Project Initiation Stage**
 - Project Charter
 - Project Scope
 - Stakeholder Identification and Management
- **Project Planning Stage**
 - Scope and the Work Breakdown Structure
 - Time, Project Schedule and Gantt Charts
 - Brief introduction to Gantt Charts in Microsoft Project
 - Cost Management, Estimating and project budgets
 - Project Quality



Day 2 – Essential Project Management

- **Project Planning Stage (cont.)**
 - Human Resources and Resourcing
 - Communications
 - Risk Management
 - Procurement
- **Project Execution Stage**
 - Monitoring and Controlling the Project
 - Project Team
 - Project Reporting
 - Variation Management
- **Project Finalization Stage**
 - Closing a Project



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

ENVISAGE
TRAINING



Tel: (07) 3325 3267

Fax: (07) 3264 4488

Post: PO Box 731

Albany Creek QLD 4053

Email: info@envisagetraining.com.au

Web: www.envisagetraining.com.au

Last Updated: Sept 2011

Duration:

2 Full Days

Who should attend:

This course is ideal for people whose job role includes Project Management or for those who are newly appointed Project Managers seeking to gain further knowledge of the field. Experienced Project Managers, looking to acquire new skills and gain currency in Project Management, will also be able to realize significant benefits from undertaking this practical training.

Course Pre-requisites:

A basic knowledge of Project Management only, is required.

Related Courses:

Why not extend 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 current, relevant training, to give you every advantage.

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

Trainer Profile:

Dr. Neil Pearson is an experienced senior manager who employs a problem-solving, solutions-driven approach-style of management. Possessing excellent leadership skills he is highly experienced in establishing and developing high-performing, high yielding teams. He is a well-respected mentor & coach and a strategic thinker who can interact with and engage both Executive Management teams and University students using his clear communication and confident public speaking skills.

Dr. Pearson has both national and international Portfolio/Program & Project Management skills and experience, and can support Change Management across the Business. He works in both the Corporate Education arena (lecturing/tutoring at QUT and UQ) and selectively works across professionally well-respected, private corporate education providers.

Trainer's Qualifications: Doctor Of Philosophy, Cert IV Training & Assessment, Diploma in Project Management, Master of Science, BA(Hons) in Data Processing