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What is Introduction to Project Management Training?

This Project Management training course provides an introduction to the principles of Project Management, equipping delegates to apply these principles to real projects after the course.



Successful Project Management is achieved by the intelligent (and flexible) application of sound principles.

This Project Management course is designed to teach you excellent Project Management skills. Delegates attending this Project Management training course learn the skills required to successfully implement any project, within budget and on schedule.

Project Management Qualifications

This training course provides a comprehensive overview of Project Management methods - without focusing on a specific methodology - providing a sound base knowledge for project managers to work from.

The most widely accepted methodology for Project Management is PRINCE2. If you are looking for a formal qualification in Project Management, take a look at our range of PRINCE2 Training courses.

We also provide private and in-company Project Management courses. +44 (0)1273 622272 to discuss.

Project Management Training

Course Objectives

After attending our Intro to Project Management training course, delegates will be able to:

- Apply a set of best practice project management skills to any project
- Successfully plan and implement projects
- Complete a project within budget and on schedule

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Project Management - Principles and Definitions

- Key principles for PM success
- What is a Project?
- What is Project Management?
- Terminology
- The Role of the Project Manager

Project Management - Defining Responsibilities

- Roles and Responsibilities
- Responsibility Matrix

Project Management - Stakeholder Management

- Stakeholder Analysis
- Stakeholder Planning
- Stakeholder Communication

Project Management - Managing Communications

- Communication Plan examples Techniques

Project Management - Producing the Project Definition

- Tips for writing a Project Definition
- What to include
- The approval process

Project Management - Managing Project Documentation

- Types of documentation
- How to store it
- How to track approvals
- Naming standards

Project Management - Defining the Project Work

- Setting Goals and Objectives
- Defining tasks and activities
- Brainstorming using Mind Maps
- Estimating time
- Creating a work breakdown structure
- Determining task dependencies
- Determining task constraints

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- Techniques to identify risk
- Creating a risk management plan

Project Management - Managing the Workplan

- Updating the project plan
- Status meetings and reports
- Action items
- Dealing with issues
- Root cause analysis
- Cause and Effect analysis
- Managing the project team

Project Management - Managing Scope

- Defining scope
- Process for managing scope changes
- Managing expectations

Project Management - Managing Quality

- What is quality?
- Process to manage quality
- Resolving quality issues

Project Management - Managing Project Completion

- Phase out plan and activities
- Phase out meeting
- Phase out questions

This 1-day Introduction to Project Management training course provides delegates with a tool-kit of best practice project management skills.

A hands-on project management workshop - the course covers the skills required to successfully implement any project, within budget and on schedule.