



Call 0800 112 3034 for bookings and information.

# Project Management Made Easy

This course is designed for those who are new to working in a project team or for those who wish to improve their understanding of project management. It should be noted that this is a workshop style course where students learn about project management through planning an actual project.

The following stages of project planning will be covered:

## 1. Setting the limits of the project (Scoping)

We begin by defining the project- deciding what it has to deliver and defining which areas of work should be included and which should not. We then break our task down into phases or sections before moving onto identify which roles need to be filled in order that the project can be completed

## 2. Determining the tasks in the project

We take a look at what we need to deliver and then define which tasks need to be carried out if this is to be achieved.

## 3. Understanding relationships between tasks

In this section we look at the order in which the project tasks should be done- which need to come first and which can be done at the same time. We also estimate how long each of these tasks will take and which are 'critical' to the delivery of the project.

## 4. Allocating times and resources to tasks

We end the day by looking at the type of resources (people, money, time) that we need to allocate to each task.

## 5. Identifying Risks and Issues

In this section we look at what could go wrong in the project and how to plan for the unexpected.

**Duration- 1 day: 10-4.30 pm    Cost    £230+VAT    Attendance Certificate**