



# Project Management Fundamentals

A one day, 5 star rated course from the training experts



# The Fundamentals of Successful Project Management

During this one day training course you will learn Project Management theory and practical skills to enhance your performance as a Project Manager and ensure the success of your projects.

## Course Overview:

Many Project Managers have developed naturally into the position with little guidance or formal training. This can result in sub-optimal project performance, and stress for the Project Manager and stakeholders.

People attending this one day Project Management Fundamentals course will gain a comprehensive knowledge of the key skills and techniques required to set Project Strategy and drive Project Performance.

## Who should attend?

- Anyone who manages projects, or aspects of projects, who has not yet received project management training, or would appreciate 'refresher' training.
- Anyone who wishes to become a Project Manager
- Anyone who has attended formal Project Management training (including formal qualifications) who would like to learn skills and tools to put the theories into practice in real projects.

## Price and Venues

**Manchester:** £295 + VAT

**Leeds:** £295+ VAT

**Liverpool:** £295 + VAT

## Private Courses

We offer private and one-to-one courses throughout the UK. Please email or call us with your preferred venue, number of delegates and any requests.

I would like to take this opportunity to thank you for the 3 days I've spent training with you, the courses were very informative and presented in comfortable atmosphere which made participation very easy. The content of the courses were really helpful and I feel I've gained a lot from both, I've given this feedback to management at Scholastic and recommended that we should use your company in the future.

Miriam Clarke | Scholastic

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Google

5.0 ★★★★★

No more than 6 Delegates

5 Star Rated courses

Practice led learning

3 months online support

Lunch & refreshments provided



# Project Management Skills

## Course Outline



This course will teach you how to become a better and more confident Project Manager

### Course Objectives

Using the tools and techniques you acquire throughout the day you will

- Become familiar with Project Management terminology, and the responsibilities of a Project Manager
- Develop an appreciation of how to set the project strategy, including the degree of front-loading of activities ahead of project milestones
- Understand the need for active decisions on time, cost, quality and scope.
- Understand principles of work breakdown structure, scheduling, forecasting and critical path
- Gain confidence to use standard Project Management software to create a Gantt chart
- Develop a risk management plan, and understand principles of how to use this to reduce project risks
- Practice setting targets that drive project delivery
- Learn tools to track project progress

- Learn the importance of managing stakeholders, and explore alternative communication approaches

### Course Topics

#### Constraints of Project Management

- Triple constraint: choosing the right balance of time, cost and quality

#### Work Breakdown Structure

- How to breakdown your projects for more effective management

#### Gantt Charts

- Step by step instructions to create a Gantt chart

#### Estimating Project Schedules and Costs

- Techniques and tools to help estimate projects schedules and costs

#### Critical Path Analysis

- Understanding the critical path and the critical path method in project management.

#### Front Loading / Back Loading

- When and how you should use front-loading and back-loading in project management

#### Risk Management

- How to anticipate risks and techniques to keep your project on track.

#### Project Communications

- Tailoring communications to meet the needs of diverse stakeholders.

#### Meetings

- How to plan ahead for effective meetings that drive delivery

#### Tracking Progress

- Methods and tools for tracking the progress of your project.

We all found the session incredibly useful and have been implementing some of the actions based on our learnings.

Michael Ashcroft | Nestle Health Science





## How to book

To reserve your place on the Project Management course, simply pick your preferred date and location, and send us an email or give us a ring.

Or if you prefer, we offer private and In House training on request.

Email: [info@mtraining.co.uk](mailto:info@mtraining.co.uk)

Call: 0161 226 6032

Or visit: [www.mtraining.co.uk](http://www.mtraining.co.uk)

We offer group booking discounts for two or more delegates.

