

Establishing and Managing Projects

Build projects that can be successfully implemented



OVERVIEW

Learn to work with a structured approach to set up suitable work as a project. Use a range of project management tools and techniques that enable participants to plan, implement and complete small to mid-sized projects successfully.

Introduction to Project Management

- Identifying suitable work for a project based approach
- Understanding the benefits of a Project Management approach

Initiating Projects

- Understanding a project's aims and operating context
- Accurately identifying project outcomes and deliverables
- Managing time, budget and quality of outcomes
- Allowing for project constraints and managing 'scope creep'
- Creating the project initiation

Project Planning

- Breaking projects into tasks
- Sequencing and scheduling tasks
- Estimating task durations and time frames
- Developing a project budget
- Undertaking Risk Management
- Writing up the project plan

Project Implementation

- Developing a communications plan
- Overcoming classic communications challenges with the project team, project sponsor and other stakeholders
- Selecting monitoring points in the project and implementing formal and informal methods of monitoring
- Managing staff who are impacted by the project's outcomes

Project Closure and Review

- Knowing when to close a project
- Finishing a project using a Project Close Checklist to ensure there are no loose ends
- Reviewing your project against outcomes and evaluating the project management approach for continuous improvement

DURATION

2 days

→ Enquire for Private Delivery

DELIVERY MODES

- ✓ Scheduled workshop
- ✓ Onsite workshop
- ✓ Webinar

PRE-REQUISITES

None

AUDIENCE

Team Member Supervisor Manager

CORE COMPETENCIES

- ✓ Management
- ✓ Project Management

OUR EXPERTISE

Linked Training are experts in bringing real improvement to individuals, Government and Non-Government clients. Our skill is developing training content that supports both individual development and business objectives. We utilise the power of layered learning and experiential practice to fully engage and provide motivation to continuously improve.

CUSTOMISE

We can customise! We work closely with you to understand the organisation focus on development, the required business outcomes, corporate policy and industry compliance, and your customer's needs.

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Or call **02 8824 4677**
for more information