



Project Management Made SIMPLE – 1 day workshop

All too often we know where we are now, and we have a vision for the future ... but how do we get from here to there? How do we decide what direction to take? How do we check what steps to take next?

This workshop will introduce you to the project management skills you need to be successful in any plan or project you want to progress.

Find out how to plan, manage risk and change, harness the strengths, skills and resources of the people around you, use project management tools, apply contingency planning, and implement your plan or project successfully.

Learning objectives:

Participants will achieve the following learning outcomes:

- Understand the essential ingredients to get started on a project.
- Apply a framework for project planning and understand commonly used aids such as mind mapping, force field analysis and Gantt charts.
- Demonstrate awareness of how to manage risks, unexpected issues, and 'scope creep'.
- Explore the meanings and use of 'assumptions', 'constraints' and 'dependencies' in project management.
- Identify key steps to deal with crisis, and apply contingency planning.
- Understand how to review, evaluate and formally close a project.

Topics covered during the training

Thinking about a project from different points of view
Practical use of the 6 thinking hats model
How to use mind mapping in project planning
Distinguishing between facts and assumptions
Understanding the Project Planning Cycle
Practising tools for project management – SWOT and PMI exercises
Introducing Critical Path Analysis, Gantt charts and Force Field analysis
Managing risk and how to carry out a risk analysis for a project plan
Dealing with crises and contingency planning
Traditional Triple Constraints – scope, time and cost

Participants will receive project management booklets including all the topics covered, with sections for group exercises and notes.

Certificates of attendance will be given which can be used as evidence of Continuing Professional Development.