



International Management & Business Consultants

Seminar: Introduction to Project Management

Recent surveys indicate that staff believe they have sufficient Project Management skills to see and deliver a project through its life cycle. Project pitfalls tend to prove how wrong this statement is. The purpose of the seminar is to introduce the core concepts of project management, ensuring that attendees will be confident when dealing with a project. The seminar introduces the defining characteristics of a project: its phases, different approaches to project management, techniques by which projects can be evaluated, and tools that can be used to control and evaluate projects.

Seminar Objectives

- Introduce the concept of the "Project". Demonstrate the need for specialist management techniques for the effective management of projects.
- Identify the project schedule and show how active management can correct deviations from the schedule.
- Prepare participants for project management roles.

"Case studies were excellent"

"I now understand how apparently just small changes to a project plan early on can have a massive impact later"

Seminar Benefits

- Increasing managers' technical understanding of project management.
- Building confidence in using the appropriate tools for effective project management.

Seminar Programme

Welcome and Introduction

What is a project?

- Unique properties of a project
- Definition of technical terms being used

Introducing project management

- Basic elements and nature of project management
- Project management issues
- Initial schedule, optimum plan, execution, monitoring and forecasting

Exercise 1 - Decorating a room

Introducing tools and techniques

- Gantt chart
- Identification of the Critical Path
- Programme Evaluation and Review Technique (PERT)
- Activity and Node
- Precedence Diagram Method

Exercise 2 - Decorating a room using tools

More detail on networks

- Two network techniques
- Characteristics of a network
- Precedence diagram
- Conventions

Management of teams

- Survival exercise
- Successful teams and choosing a team
- Team roles and delegation
- Leadership

Exercise 3 - Radio mast construction

Exercise 4 - International hotels project

Close and course evaluation

For more information or to discuss your specific training requirements please email acronin@giclimited.com