

## A Survival Course for New Project Managers

The course material is **based on PRINCE 2 and other proven standard techniques** and is based on the **delivery project products throughout the life cycle of the project**. A case study and practical exercises will be used during the course.

This is not a computer-based course, although Project Management Application packages will be discussed. **No previous knowledge is assumed.**

### *Objectives*

Make considered and realistic decisions regarding the viability of a project

Effectively pre-plan the work content of projects

Carry out risk analysis on a project

Produce a project plan using Critical Path Analysis (PERT) techniques

Maintain control of projects, and know how and when to make the most appropriate decisions when updating a project

Present projects to other people so that they understand what is happening and can support you in achieving your objectives

Understand project costs together with an introduction to Earned Value Analysis

### *Audience*

This course is **designed for Project Managers.**

### *Duration*

This is **three-day A Survival Course for New Project Managers** course. The course starts at **09:30** and runs until **16:30**. **Alternate timings** can be arranged upon request. The course can be held on a **date that suits you.**

### *Location*

Our **A Survival Course for New Project Managers** course can be run at **our training venue** near **Liverpool Street (London)** or any preferred location in the **UK or Europe.**

## A Survival Course for New Project Managers Course Outline

### What is Project Management?

The nature and range of projects

Why projects could fail

The role of the project manager

### Project Aims and Objectives

Defining aims and objectives. The Business Case

Preparing a Project Initiation Document

Project Risk Analysis

### Estimating the Workload

The importance to realistic forecasting

Use of work standards, historical data, and standard deviation techniques

### Getting Started

Deriving a preliminary product list and the tasks required to deliver the products

Assumptions and their problems

Using a Work Breakdown Structure

Producing a project plan using Critical Path Analysis (PERT) techniques

Viable dependency relationship

Allowing for contingency – lead and lag

### Analysis of Project Plan

Calculating the Critical Path

Understanding float (slack) and contingency

Calculating the project costs and obtaining a budget for the project

Understanding the relationship between Time, Cost and Quality during a project life cycle

Dealing with resource conflicts

### Control of Project Progress

Setting a baseline

Understanding the importance of a 'control cycle' for project monitoring

Responding to problems and changes

The management of change

Producing management reports

Post implementation Reviews

### People Management

People and projects

Stakeholders

Potential problems

Team management

Decision making in leadership

Delegation

Motivation

### Stress Management

What is stress?

Cause of stress

How individuals react with their environment in the production of stress

The parasympathetic and sympathetic states

Stress and the individual's response to stress