



# ***Project Management Theory***

## **Aims**

Upon completion of the course participants will have an understanding of key Project Management concepts, including those underlying use of Microsoft Project. The focus is on the project lifecycle, from project inception through to final reviews.

## **Objectives**

*By the end of this course you will be able to*

- Understand what constitutes a project
- Understand the project lifecycle
- Understand techniques for estimating task duration
- Use a Work Breakdown Structure to organize task.
- Understand the use of the critical path; calculation of the critical path using a PERT chart
- Introduction to human factors in projects
- Introduction to risk management
- Understand deployment of resources
- Understand project close down issues

## **Who Should Attend**

Individuals who have responsibility for projects and who have received no training in the concepts of project management. The course also provides an understanding in project management theory for those planning to attend a Microsoft Project (any version) course.

## **Course Content**

### **Day 1**

- Definition of project management
- Devils triangle
- The project life cycle
- Managing change; PM skills
- How projects start, The business brief; Financial evaluation (payback, NPV)
- Project selection
- Setting objectives
- Terms of reference (or Project Initiation Document) – BOSCARD
- SMART Objectives
- Analysing the problem
- Brainstorming; Visual gathering; Lists; Ishikawa
- SWOT
- Weighted scores



## Day 2

- How we estimate
- Techniques: Done it before; Work distribution method; Work breakdown structure; Estimate averaging; Delphi.
- **Developing a Plan**
- Why, What, How, Terms.
- PERT (Network, Critical Path Method), Work breakdown structure; Gantt.
- **Risk Management**
- Risk Assessment – ID, probability and impact
- Risk Management – Mitigation and contingency
- Contingency planning
- **Communicating the Plan**
- Communications techniques
- Communication plan
- Meetings – purpose, size, managing,
- **Teams and Role of the Project Manager**
- Leadership attributes
- 6 dimensional role
- Team selection and team building
- **Monitoring and Controlling the Project**
- Monitor and control
- Reporting
- Checkpoints and milestones
- Progress – Time, Costs, Deliverables
- Post Project review

## Duration

2 Days