

# Project Management - An Overview

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All functions within organisations are being run increasingly on a project basis, and project management skills are becoming essential for managers at every level. This course introduces delegates to proven techniques for ensuring that projects are completed with a quality result, on time and within budget.

By the end of the course delegates will be able to:

- identify the characteristics and stages of a project
- set objectives for a project and plan the main elements
- select and prepare a project team and motivate members
- implement measures for monitoring, control and co-ordination
- manage time and finances
- apply the principles of quality management

The course includes:

- application of the skills through analysis of the delegates' own experiences, and by using exercises and case studies
- project definition

- planning and critical path analysis
- team-building and communication
- budgeting and resource allocation
- monitoring and control techniques
- review and evaluation

This course is suitable for managers, technical and professional staff who need to manage projects or lead project teams.

Duration: 2 days



**The Island Partnership**

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