

Project Management for Directors

Duration:

2 Days

Objective

Effectively managing projects means delivering results against the pressures of time, budget and people. Senior management tasked with leading projects require many skills:

- organising scarce resources
- developing a project management vocabulary
- managing budgets
- managing deadlines
- controlling change throughout projects
- generating maximum performance from all the teams involved

This course demonstrates how best practice principles can assist you in successfully planning, managing and delivering projects on budget and on-time.

Contents

This intensive 2 day course includes techniques and practical exercises on how to: -

- Produce a project plan that meets high expectations for successful delivery
- Understand the role of the Project Managers and lead them in an effective and productive manner
- Plan and run projects using an identified project management method
- Implement risk management techniques and mitigation strategies
- Estimate task work and duration with confidence
- Use manual and PC-based tools to best effect for planning, scheduling budgeting and monitoring
- Implement monitoring tools and controls to keep you fully in command of the project
- Understand and use the best leadership skills required to run a demanding successful project.

Who should attend

This course is ideally suited for project leaders and projects directors. Experienced project managers moving on to a more senior role will also benefit from this enjoyable and stimulating programme.

Course benefits

Several key factors of the Project Manager's role versus that of the Project Director will be covered throughout this three day course, including: -

- Planning and analysis of the project charter
- Determining task dependencies, schedules and assigning responsibilities
- Defining clear project goals and measurable deliverables
- Leading the work breakdown structure - including brainstorming meetings
- Task duration analysis, work and estimation
- Assigning and analysing costs and best use of resource
- Risk Management - developing plans
- Producing the implementation plan
- Revising the plan to meet changed requirements
- Planning to improve your own effectiveness as a project leader and that of your managers

Additional information

This course uses a series of highly participative, small, group workshops and a case study that evolves over the full duration of the course. Delegates are expected to perform the steps a project manager typically follows in planning, running, tracking and completing a project.

Certificates

All delegates who successfully complete this course will be awarded a certificate.

Trainers background

The trainer for this programme has extensive experience in design and delivery of project management training and has also been involved in the delivery of a variety of medium and large scale projects within the private and public sectors. He has been successfully delivering Project Management and Inter-Personal skills training for over twenty years and is one of Cosensa's Principal Management Skills Trainers.