

## Introduction to Project Management Principles

### Duration:

One day

### Objective

This one day practical programme provides a comprehensive introduction to the principles of Project Management. By the end of this course delegates will understand how to plan and schedule small and medium-sized projects. This short course includes practical exercises designed to demonstrate how you can identify which jobs are most important, and which deadlines are most important to meet. Delegates will also learn how to take remedial action to bring a project back on course. These skills are perfectly sufficient for running small and medium-sized projects, and will allow you to balance the triple constraints of time, cost and scope/quality which are present in all projects.

### Contents

By the end of this course delegates will understand and be able to adequately explain how the following aspects relate to the effective management of projects:

- Principles and definitions
- Roles and responsibilities
- Stakeholder management
- Communication plan examples
- Tips for writing a project definition
- Types of documentation
- Setting goals and objectives
- Managing the workplan
- Managing risk
- Updating the project plan
- Managing scope
- Managing quality
- Phase out plan and activities

### Who should attend

This course is suitable for anyone new to project management or who has a requirement to understand the fundamental aspects of effectively managing projects.

### Course benefits

- Learn how to achieve clarity at the outset of a project
- Understand how to structure a project and plan for success
- Be able to use proven tools and techniques to meet project objectives on time and within budget
- Appreciate the usefulness of computers in managing projects

### Additional information

Delegates will benefit from learning the essential tools and techniques for running a project effectively. This course teaches practical skills using case studies and prepares delegates for learning additional project management skills; managing people in projects etc.

### Certificates

All delegates who successfully complete this course will receive a certificate of attendance.

### Trainers background

Adelaide House  
Hawthorn Business Park  
1 Falcon Road  
Belfast, BT12 6SJ

T: 028 9043 9624  
F: 028 9023 0410  
E: [enquiries@cosensa.co.uk](mailto:enquiries@cosensa.co.uk)  
w: [www.cosensa.co.uk](http://www.cosensa.co.uk)

The trainer for this course has extensive experience in design and delivery of project management training. They have been successfully delivering training to both public and private sector organisations for over ten years and previously held a number of senior management positions in industry.