



Introduction to managing projects

About Managing Projects

Ineffective project management can cause organisations large sums of money and jeopardise the implementation and timeframes of associated projects. Project Management is an industry in itself and can be a simple or complex process.

This workshop introduces participants to the basic concepts of project management and covers the management of a straightforward project or a section of a larger project. It focuses on the application of project management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for the project.

The workshop addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.

What are the benefits of attending this course?

The following benefits for individuals, teams and organisations are achieved by attending this workshop:

- Having a clear, defined understanding of the parameters of a project
- Understanding how the outcomes of the project relate to organisational goals
- Possess the ability to scope and develop a project plan
- Effectively use Gantt Charts and other management tools
- Conduct a risk management assessment and develop contingencies to manage these risks
- Develop and monitor a project budget
- Possess the ability to implement and review the outcomes of a project

How is it delivered?

The course is delivered in a one day format which introduces participants to the features and steps in development of project management through working through a work-based scenario. Hands on exercises help participants to develop strategies to develop, implement and monitor a project.

Cost: The cost of delivery of the Project Management workshop depends on the number of staff attending. In general, the following prices are used:

1-8 participants \$170/person*

9-14 participants \$145/person*

A range of 10-12 participants per workshop is recommended for an effective workshop process

All workshop participants will be contacted 4-5 weeks after the workshop for a follow-up interview to check on their understanding and help further develop their skills in implementing a project

Contact: admin@seedskills.com to arrange an interview or call Ben Fleming on 0401 732 186