

The 10 Steps of Project Management

OVERVIEW

This 1-day course is an introduction on to how to manage a project and sets out a series of 10 logical steps that build on established practice and presents them in a practical way. It is based on best-practice project management principles which can be applied across industry, and can be applied to any project environment

All delegates are provided with a copy of Provek's *'How to run a project (and succeed!) in 10 steps'* book which includes industry examples of key project documentation for a number of project scenarios.

WHO THIS COURSE IS FOR

It is suitable for all levels of staff including those who are relatively new to project or project work-package management or others who require an insight or a refresher into project management processes and techniques.

COURSE OBJECTIVE AND LEARNING OUTCOMES

The overall objective of this course is to provide delegates with a series of practical steps that show how a project should be managed in any environment. The course will address the following:

- How to identify projects in a world of business-as-usual
- How to create a lifecycle structure for a project
- How to lay solid foundations for a project (business case and requirements)
- How to plan a project (and answer some fundamental questions)
- How to get buy-in for a project
- How to allocate work effectively to a team
- How to monitor and control a project
- How to manage unplanned events
- How to report and communicate effectively
- How to manage project handover and closure
- How to manage the benefits of a project

STYLE & FORMAT

The course is participative in nature consisting of presentation sessions, group discussions, individual and group exercises and examples. There will be an informal quiz at the end of the day to test knowledge.

COURSE TIMING

The course will start at 09.00 and finish at 16.30. Breaks will be scheduled throughout the day. Start and finish times can be adjusted according to local needs.