

How To Run a Project (And Succeed!) In 10 steps

Raise your project management to the next
level

Overview

This one-day course is an introduction to managing projects and sets out a series of 10 logical steps and presents them in a practical way.

The course is based on established project management principles which can be applied across industry and although it is not focused on individual organisational methods the training will seek to apply the learning to the specific environments that the delegates work in.

Everyone will be provided with a 'soft' copy of Provek's 'How to run a project (and succeed!) in 10 steps' book which includes a number of practical scenarios and examples of key project documentation.

Who will benefit?

This course is suitable for a wide range of delegates including those who are relatively new to project management, those who require an insight into project management processes and techniques and those who are in a management position supporting projects.

Course style

The course is participative in nature consisting of presentation sessions, discussions, group exercises and examples. It is suitable for both face-to-face classroom learning, as well as virtual learning through Zoom.

"The 10 Steps course provided the teams with a great foundation to Project Management and gave those new to PM a good grounding on the subject. The trainer was experienced, very knowledgeable and engaging. He worked with us to understand our needs before the course and tailored his approach to what we were trying to achieve..."

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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 include the following:

- Identifying projects in a world of business-as-usual.
- Creating a lifecycle structure for a project.
- Laying solid foundations for a project (business case and requirements).
- Planning a project.
- Getting buy-in for a project.
- Allocating work effectively to a team.
- Monitoring and controlling a project.
- Managing unplanned events (risks, issues and changes).

Course timing

The course will start at 09.30 and finish at 16.30. Breaks will be scheduled throughout the day. Start and finish times can be adjusted according to local needs.

The timing and structure of the virtual course is designed to give delegates a healthy balance between screen time and personal breaks.

“...We ran the first course, immediately booked more after receiving great feedback and we see this as a fundamental part of our Project Management Development Programme.”

Michelle Richmond,
Head of Programmes
McCarthy and Stone