



Project Management Made SIMPLE – 1 day workshop

All too often we know where we are now, and we have a vision for the future ... but how do we get from here to there? How do we decide what direction to take? How do we check what steps to take next?

This workshop will introduce you to the project management skills you need to be successful in any plan or project you want to progress.

Find out how to plan, manage risk and change, harness the strengths, skills and resources of the people around you, use project management tools, apply contingency planning, and implement your plan or project successfully.

Learning objectives:

Participants will achieve the following learning outcomes:

- Understand the essential ingredients to get started on a project.
- Apply a framework for project planning and understand commonly used aids such as mind mapping, force field analysis and Gantt charts.
- Demonstrate awareness of how to manage risks, unexpected issues, and 'scope creep'.
- Explore the meanings and use of 'assumptions', 'constraints' and 'dependencies' in project management.
- Identify key steps to deal with crisis, and apply contingency planning.
- Understand how to review, evaluate and formally close a project.

Topics covered during the training

- Thinking about a project from different points of view
- Practical use of the 6 thinking hats model
- How to use mind mapping in project planning
- Distinguishing between facts and assumptions
- Understanding the Project Planning Cycle
- Practising tools for project management – SWOT and PMI exercises
- Introducing Critical Path Analysis, Gantt charts and Force Field analysis
- Managing risk and how to carry out a risk analysis for a project plan
- Dealing with crises and contingency planning
- Traditional Triple Constraints – scope, time and cost

Participants will receive project management booklets including all the topics covered, with sections for group exercises and notes.

Certificates of attendance will be given as evidence of Continuing Professional Development.

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helping you choose the right path