

### Introduction to Project Management

Course code: PR1

Duration: 5 Days

Delivery method: In person or as online Zoom Sessions

#### About this course:

*Who should attend?*

- Project team members wishing to move into project management roles, Other operational staff wishing to learn project management tools and techniques, Project planners, Technical and engineering staff wishing to, develop skills in managing projects, Procurement and contract management personnel, Operational staff who need to understand

*By the end of the course delegates will be able to:*

- Apply basic project management terminology, methodology and the project lifecycle
- Describe the role of the project manager and the project team
- Apply principles of Scope Management
- Produce a Work Breakdown Structure
- Produce project schedules and cost estimates
- Build Gantt charts and conduct a Critical Path Analysis
- Identify reasons why fail and how failure can be avoided
- Utilise basic tools and techniques of project stakeholder, risk, and change management

#### Day 1 - Overview of Project Management

- Definition of a project
- Defining the five key stages of any project
- The key characteristics of all projects
- Understanding the key terms and stages
- Defining key project stakeholders

#### Day 2 - Management of the Project

- How the project manager is selected
- The key attributes of a project manager
- The responsibilities of the project manager
- The dedicated project team
- Identification and analysis of key stakeholders

#### Day 3 - The Project Lifecycle, Planning and Control

- The importance of project planning and communication
- Understand the elements of a project scope
- Developing a Work Breakdown Structure
- Establishing the project schedule and baseline
- The typical constraint that affects projects

#### Day 4 - Project Execution and Managing the Schedule

- Introduction to GANTT charts and building a viable schedule
- Effective techniques of estimating work
- Understand the Critical Path Methods and applying PERT
- Methods and techniques to avoid project scope creep
- Tracking progress and dealing with schedule variances

#### Day 5 - Dealing with Changes, Risk and Project Handover

- Understand the importance of change management in projects
- Developing a project risk matrix
- The importance of effective project reporting
- How a project end
- Project handover and close down of the project



## Course bookings

In order to attend a BLS course, a written registration request must be sent by email to [enquiries@blsuk.com](mailto:enquiries@blsuk.com)

If the registration is accepted, the course administration department will issue the delegate with an acceptance letter and an invoice.

## Payment

Course fees **MUST** be paid via bank transfer at least **two weeks prior** to the course commencement. Failure to make payment on time will result in an automatic cancellation.

## Cancellations

Cancellations made up to seven days prior to course commencement will qualify for a full refund of the course fees. Cancellations made less than seven days prior to course commencement will not qualify for any refund.

All cancellation requests must be submitted in writing.

## Language

Fluency in English is an essential requirement for attending any course.

## Substitutions

Delegates registered on any course can be substituted at any time without risk of a penalty. Substitution requests must be made in writing.