

PROJECT MANAGEMENT TRAINING

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**Practical
Project
Management**

COURSE LENGTH: 2.0 DAYS

Utilising the PMBOK methodology, a globally accepted standard for managing projects, this Project Management training course in New Zealand will give you an overview of the entire project management process, as well as key project management tools that can be used every day.

The importance of delivering business results to specification, on time and within budget is critical to the success of any project, and that is exactly what project management skills enable you to do - even if it is not officially called a 'project'. The ability to successfully manage projects from beginning to end, no matter their size, is a highly desirable skill in today's workplace.

Learn key skills like preparing required PM-related documentation, scheduling and estimating, create risk management and communication plans, use Gantt and RACI charts to plot project progress and much more.

This dynamic training course is available now throughout New Zealand, including Auckland, Wellington and Christchurch.

Please click on the Public Class tab below to view our Project Management Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

PROJECT MANAGEMENT TRAINING COURSE OUTLINE

FOREWORD

In the past few decades, organisations in New Zealand have discovered something incredible; the principles that have been used to create enormous successes in large projects can be applied to projects of any size. As a result, many employees are now expected to understand project management techniques and how to apply them to both large and small projects.

The project manager's role is arguably the most challenging of roles within the project team. As the project progresses through its various life cycle stages, project managers must be able to adapt themselves to the changing demands of the project and the team.

Effective and efficient Project Managers will ensure project success by using good planning and execution to help organisations and individuals exceed stakeholder expectations. This workshop will give participants an overview of the entire project management process, as well as introducing and explaining the key project management tools that can be used every day.

OUTCOMES

After completing this course participants will know how to:

- Define projects, project management, and project managers
 - Identify the importance of PMBOK and PMI
 - Examine the five process groups & nine knowledge area as defined by the PMI
 - Describe the triple constraint
 - Perform a project needs assessment & write goals, requirements & deliverables
 - Create key project documents including a statement of work, project plan worksheet & project charter
 - Build a project schedule, estimating time, costs & resources
 - Master the work breakdown structure
 - Create project planning documents including a schedule, a risk management plan & a communication plan
 - Use planning tools including the Gantt chart, network diagram & RACI chart
 - Establish and use baselines
 - Monitor and maintain a project
 - Perform basic project management tasks including leading status meetings
 - Manage and complete all documents at the end of a project
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MODULES

Lesson 1: Getting Started

Lesson 2: Key Concepts - Part One

- Workshop Objectives

- What is a Project?
- What is Project Management?
- What is a Project Manager?

Lesson 3: Key Concepts - Part Two

- About the Project Management Institute (PMI)
- About the Project Management Body Of Knowledge (PMBOK)
- The Five Process Groups
- The Nine Knowledge Areas
- The Triple Constraint

Lesson 4: Initiation - Part One

- Identifying Your Stakeholders
- Assessing Needs and Wants
- Setting a SMART Project Goal
- Creating Requirements and Deliverables

Lesson 5: Initiation - Part Two

- Creating a Statement of Work
- Completing the Project Planning Worksheet
- Completing the Project Charter

Lesson 6: Planning - Part One

- Managing Expectations
- Creating a Task List
- Estimating Time
- Estimating Resources
- Estimating Costs

Lesson 7: Planning - Part Two

- Building the Work Breakdown Structure
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- Creating the Schedule
- Creating a Risk Management Plan
- Creating a Communication Plan

Lesson 8: Planning Tools

- The Gantt Chart
- The Network Diagram
- Using a RACI Chart
- Going the Extra Mile: Microsoft Project

Lesson 9: Executing the Project

- Establishing Baselines
- Monitoring Baseline Variances
- Schedule Reduction Methods

Lesson 10: Maintaining and Controlling

- Making the Most of Status Updates
- Managing Change
- Monitoring Risks

Lesson 11: Closing Out

- Preparing for Closeout
- Celebrating Successes
- Learning from Project Challenges
- Scope Verification
- A Final To-Do List

Lesson 12: Wrapping Up

- Words from the Wise
- Your Notebook

WEB LINKS

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