PROFESSIONAL DEVELOPMENT TRAINING

Project Management Training

09 884 0762

REQUEST QUOTE

2.0 DAY COURSE

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.

What You'll Gain:

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

Modules

Lesson 1: Key Concepts

- Expectations
- Workshop Objectives
- Key Terms
- Eight Performance Domains
- Knowledge Areas
- Portfolio, Program and Project
- Triple Constraints
- Project Benefits
- Project Lifecycle

Lesson 2: Initiation - Part One

- Writing the Problem Statement
- Stakeholder Analysis
- Create a SMART Project Goal

Lesson 3: Initiation - Part Two

Lesson 4: Planning - Part One

- Requirements and Deliverables
- Identify the Project Requirements and Deliverables
- Identify the Project Scope
- Managing Expectations
- Complete the Project Charter

- Project Management Plan
- Work Breakdown Structure
- Estimating Time
- Resource for a Project
- Estimate the Resources
- Creating a Schedule
- Sequencing Work Packages

Lesson 5: Planning - Part Two

- Network Diagram
- RASCI Chart
- Project Risk
- Quantifying Risk
- Manage Risk
- Mitigating Risk

Lesson 6: Planning - Part Three

- Project Communication Plan

Lesson 7: Executing the Project

- Monitoring Project Progress
- Dealing with Execution Changes
- Triple Constraint Reduction Methods

Lesson 8: Maintaining and Controlling the Project

- Budget Blowout
- Project Status Report
- Change Request

Lesson 9: Closing Out

- Learning from the Project
- Scope Verification

Talk to our expert team

Phone: 09 884 0762

Email: enquiries@pdtraining.co.nz