

Project Management - the basics



**Delivering to stakeholders expectations -
project objectives, on time, within budget!**

Who is it for?

This short two day programme is for anyone involved in looking to deliver projects on time, within budget through the effective management of people.

Overview

Increasingly organisations need to assemble project teams quickly to manage the constantly changing customer and market demands and a cohesive and motivated project team is essential if projects are to achieve their objectives. The effective project manager is therefore required to balance their time between managing the task, coaching individuals, and leading the team. These three needs are constantly interacting upon each other. This programme is designed to provide an intensive introduction to the world of people management, focusing on achieving results with and through people. The programme is highly practical - the return on investment starts the minute the participant re-enters their working environment.

Workshop Objectives

- Identify the essential stages in managing a project.
- Define the scope and the objectives of a project.
- Communicate clear, concise action plans with stakeholders.
- Identify the key elements of a project plan and apply a range of tools to plan, control and conclude a project.
- Practice the skills and attitudes to effectively lead and monitor a project.

Investment

Total investment for this one day workshop is £185 per person. Alternatively, this workshop can be delivered internally to your organisation for a total investment of £1450. Based on a group size of ten persons, this reflects an investment of £145 per person. This cost includes all relevant materials but excludes any costs associated with the venue.

Ilm Accreditation (optional)

For an additional investment of £79.00 per person, and on successful completion of this workshop and associated action plan, the Institute of Leadership and Management (ilm) will acknowledge the participant through the Development Award and twelve months ilm membership which includes access to online support materials, study guides and career development support.