



ENGINEERING EDUCATION AUSTRALIA

RELEVANT / FLEXIBLE / TRUSTED



PROJECT MANAGEMENT ESSENTIALS

Course Duration: Two Days

Target audience

Suitable for people wishing to gain a hands-on understanding of the key areas of project management practice and process, and to be able to apply this knowledge in a practical manner in a broad range of different environments.

Course overview

Participants are provided with the opportunity to learn the fundamentals of project management and enhance their knowledge on the processes involved with initiating, planning, executing and controlling, and closing projects. Gain insights into the role of a Project Manager, the project management lifecycle and how stakeholder relationships and managing potential changes or risks can influence effective project delivery.

Commencing with a clear definition of project management and related concepts, this course explores the practical aspects of project management through a hands-on case study. Participants share ideas, collaborate on concepts and discuss solutions in a simulated project team context thereby providing a meaningful and engaging learning setting. The supplied training material offers a useful reference source for later customisation and use in the attendee's workplace.

Course benefits

Attendees of this course will acquire skills that can be applied to deliver project management activities effectively, efficiently and to the required standard. In addition, attendees will be introduced to several productivity-related tools such as time management, scheduling and interpersonal skills which can all be applied in many different settings in their work and home life. This course also offers an awareness of project management practices and how participants can contribute to project team success based on the Project Management Body of Knowledge (PMBOK).

Course topics

- Defining a project and the elements of project management
- Understanding the role and required skills of a project manager
- Identifying the key roles of other project personnel
- Recognising each phase of a project's lifecycle
- Introducing the triple constraints model
- Project governance

Learning outcomes

- Understanding of project management concepts and practices
- Understanding of the roles required to deliver successful projects
- Identify the key roles of other project personnel
- Improved soft skills management
- Enhanced communication skills
- Understanding and management of risks
- Knowledge of task identification and scheduling
- Documentation and information management techniques
- Improved time, cost and scope management

Learning method

Throughout the course, learners will be challenged through a series of learning activities that apply theory to real work situations. These activities, along with course tools and templates, support the transfer of learning to the workplace. Activities may include but are not limited to work simulations, group projects, problem solving, case studies, peer-to-peer learning and facilitated discussions.

Take home tools

Copies of all slides and details of the case studies.