

# Project Management Workshop



## Are your project deliverables always on time and to budget?

Is there room for improvement in the key area of project management?

This workshop is designed to give people who work with projects:

- An introduction to the concepts of project management
- An understanding of project management issues
- An understanding of the day to day practices of organising, running and managing - including planning, estimating, resourcing and quality
- An understanding of project risks and metrics.

### o Objectives

The objective is to give workshop participants:

- An introduction to the concepts of Project Management
- Technical knowledge, skills development and practice in planning, estimating, resourcing, monitoring and control of projects
- An appreciation of successful team building, leadership and people management
- An understanding of the available and appropriate tools and techniques
- Knowledge of project measurement and risk issues.

### Benefits

At the end of this workshop the participants will:

- Understand, develop and improve project management skills to successfully plan, estimate, resource, monitor and control a project
- Understand how to lead and motivate project teams
- Understand and select the appropriate PM Tools and Techniques available to them
- Identify risks, decide appropriate measurements and correctly resource a project to successful delivery
- Have an understanding of the quality requirements for a project
- Know the importance of all the project management lifecycle elements, including closure

### o Workshop Format

The workshop will include presentations and exercises to give participants an opportunity to develop practical skill and theoretical knowledge of project management.

### o Duration

The workshop can be 2, 3 or 4 days depending upon the needs, knowledge and experience of the participants.

### o Workshop Content

The workshop includes:

- Project Management overview
- Starting projects
- Designing a project plan
- Roles and responsibilities
- Resourcing a project
- Leadership, people and motivation
- Risk estimation and management
- Monitoring and control
- Metrics
- Estimation
- Project closure

### o Who Should Attend

Any one who is involved in running and controlling a project or working as a project team member. This workshop is suitable for new or experienced people

For more information about this and other products contact:

**TLP Partnership**  
216 Cauldwell Hall Road  
Ipswich  
Suffolk U.K.  
IP4 5AN

Tel: +44 (0) 1473 270361  
Fax: +44 (0) 1473 716677  
e-mail: enquiry@tlp.co.uk  
Internet: www.tlp.co.uk