



asc
training and
development

Essentials of Project Management

Duration

1 Day

Format

Live Virtual
Classroom

Pre-Requisites

No

Funding

No

Course Description

This one-day project management essentials course provides a comprehensive overview of the key concepts, principles and practices involved in managing projects successfully. Participants will learn how to apply best practices in project governance and lifecycle, stakeholder engagement, scope, time, cost, and performance management to deliver projects on time, within budget and to the satisfaction of stakeholders. The course is designed for individuals who are new to project management, or for those who wish to refresh their knowledge and skills in this area.

Schedule & Learning Objectives:

Project Governance and Lifecycle:

This module will introduce participants to the fundamental principles of project governance and the project lifecycle. Participants will learn how to establish governance structures that enable effective decision-making, manage project risks and issues, and ensure project success. Key learning outcomes include:

- Understanding of the importance of project governance and lifecycle in project management
- Ability to establish and manage effective governance structures.
- Knowledge of project lifecycle phases and their associated deliverables.

Stakeholder Engagement:

This module will explore the critical role that stakeholders play in project success. Participants will learn how to identify and engage stakeholders, manage stakeholder expectations, and build strong relationships with stakeholders. Key learning outcomes include:

- Ability to identify key stakeholders and understand their needs.
- The role of Co-Production as a key success factor in projects.
- Skills to manage stakeholder expectations and build strong relationships.
- Understanding of the importance of effective communication in stakeholder engagement.

Scope Management:

This module will provide participants with an understanding of how to define, validate and control project scope. Participants will learn how to develop a scope statement, create a work breakdown structure, and manage changes to project scope. Key learning outcomes include:

- Ability to define project scope and create a scope statement.
- Knowledge of how to develop a work breakdown structure.
- Skills to manage changes to project scope.

Format

The Essentials of Project Management is conducted over one day
9:00am- 4:30pm.

Investment

\$450/person inc. GST

For more information, contact:
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www.asctraining.com.au