

# Introduction to Project Management

## 1 Day Course, £595 plus VAT

### Course Overview

- Understand the project lifecycle and the relevant documentation produced at each stage
- Prepare a full project definition and initiate a project thoroughly, including identifying the roles and responsibilities of the project manager and the team
- Understand the principles behind project plans and how they are best used to aid effective monitoring and decision making
- Understand the level of project management to be applied to projects while ensuring that they are not overwhelmed with paperwork
- Understand project risk and issue management and resolution

### Who Should Attend?

- Individuals who are new to or interested in projects and want to establish good foundations in project management
- Individuals who are called on to assist with or provide resourcing for projects
- Individuals who are relied upon to sponsor projects or participate on project boards or committees
- Project Managers who want to refresh their knowledge

### Level Rating:

Introductory – Intermediate

For details of other courses please visit: [www.parkwell.co.uk/training](http://www.parkwell.co.uk/training)



**UNDERSTAND  
THE KEY AREAS OF THE  
PROJECT LIFE-CYCLE**

### You will learn how to:

- Avoid making common costly mistakes at the crucial initiation stage of a project.
- Properly engage stakeholders to get the maximum impact from all involved.
- Greatly reduce risk in the project lifecycle.
- How to ensure your projects stay on track without squandering needless time and resources.

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## Introduction to Project Management

The aim of the course is to provide attendees with an overview of project management during the typical stages of the project.

All our trainers are Senior Management Consultants who manage projects on a daily basis; you will be introduced to 'best practice' disciplines and processes.

To be adopted when managing projects. Gain access to document templates and proven methods which will ensure that your projects are consistently completed on time and within budget!

*"The content and delivery of the course were very good."*  
*Manager, Royal Bank of Scotland*

*"It has given me a better understanding of the process."*  
*Business Analyst, Cazenove Capital Management."*

Please Contact:

Anthony Maddalena, Head of Training

Call: 020 7648 4888 Fax: 020 7648 4849 Email: [training@parkwell.co.uk](mailto:training@parkwell.co.uk)

The Venue:

8 Laurence Pountney Hill, London, EC4R 0BE

# Introduction to Project Management

## 1 Day Course, £595 plus VAT

### Course Agenda

Registration at 09:15. Course starts 09:30-17:00.

#### 1. Project Management Overview

- Definition of a project
- Project evaluation and business case
- Why plan projects?
- What constitutes success?

#### 2. Project Lifecycle

- What are the typical stages of a project?
- What important activities are undertaken in each stage?
- What are the key documents used at each stage?

#### 3. Project Initiation

- What does the 'PID' look like?
- What does 'project definition' really mean?
- How do decisions get made, and who should be identified at the start of the project to do this?
- How do you structure the project at a high level?

#### 4. Project Planning

- What is planning actually for?
- How does planning help with project management?
- What is the best approach to constructing plans that support decision making?
- How to make sure deliverables meet the 'right' standard?

#### 5. Project Monitoring and Control

- Why do you need to monitor progress?
- How does effective planning aid monitoring?
- How do we identify and manage risks and issues?
- How do you manage change to avoid 'scope creep'?
- How and what do you report (and how often)?
- How do you highlight variance?
- How do you encourage 'management by exception'?

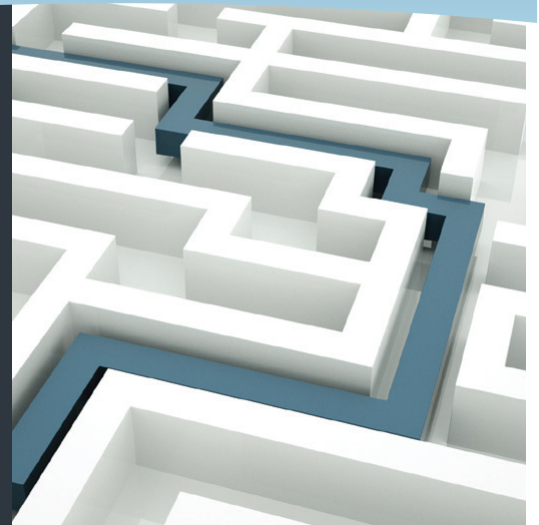
#### 6. Project Closure

- What happens when the project comes to an end?
- How do we measure the success of a project?
- Are there ways we can learn from our experiences?

#### 7. Conclusions

- Overview and messages to take away

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### Parkwell Training:

A division of  
Parkwell Management Consultants.  
Providing focused and practical  
consultancy services, specialising  
in project management.  
Parkwell has over 20 years  
experience in helping executives  
improve the way business  
and projects are managed.

### Mentoring and Coaching

Should you prefer a one-to-one  
approach or require further  
information about our coaching  
and mentoring sessions  
please contact:

#### Anthony Maddalena

Head of Training

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Email: [training@parkwell.co.uk](mailto:training@parkwell.co.uk)

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