# Project Management

## Introduction

As you move ahead in your career, you are likely to face more complex and difficult challenges. Some of these will involve the coordination of many different people, the completion of many tasks in a precise sequence, and the expenditure of a great deal of time and money. Whether you succeed or fail with these projects depends on how good you are at project management. You will be asked to apply your knowledge, skills and techniques to execute projects effectively and efficiently.

## What is the workshop about ?

The “Project Management” workshop is a full one day workshop that will provide you with an overview of what project management is all about and how it can help you in your career. You will become familiar with the tools, techniques and methodologies that are commonly used in project management.

## What will you learn at the workshop

* Overview of Project Management
* Important and most commonly used tools, techniques and methodologies
* The power and advantages of effective project management
* How you can be more efficient and effective at your work

## Content

* Project Management Framework
* Scheduling
* Scope Management
* Change Management
* The Iron Triangle
* The Planning Cycle
* Logical Framework approach
* Project Initiation and Proposal Documentation
* Risk Impact / Probability Chart
* Managing Project Finances
* Gap Analysis
* Gantt Charts, CPM and PERT
* Influence Maps
* Project Health Check

## Outcomes

* You will be able to create a framework overview
* You will be able to undertake scheduling activities
* Be able to manage the scope of the project
* Manage change within the organisation
* Be able to create the necessary documentation
* Understand the benefits of PM tools like CPM, PERT and Gantt charts
* Manage teams better and become more productive
* Understanding why projects succeed and why they fail

## Who should attend this workshop ?

* All professionals ( Employees, Supervisors and Managers )
* Entrepreneurs
* University Students
* Public Service Workers