

# Fundamentals of Project Management

**A one day workshop combining the key elements of Project Management with an overview of Microsoft Project.**

Work has always been a part of a project or a series of projects. People who are better organised or more logical thinkers have always taken a systematic approach to their work. Project management was regarded as a skill needed to build the Snowy Hydro scheme but not for day to day office activities.

More recently people have come to realise that the approach to project management taken on a large engineering project can be applied to most office work. Software packages like MS Project have also put the tools in place for people to take a project management approach to their work via their computers.

This workshop introduces participants to the basic concepts of project management, project planning, the project life cycle, and uses Microsoft Project to demonstrate aspects of a project management software application. Attendees will learn the basics on how to initiate, efficiently plan, monitor progress and manage projects to achieve their goals.

The **Fundamentals of Project Management** is a one day workshop designed for people new to Project Management. This course aims to introduce the learner to project management concepts, project planning requirements, project implementation and closure. This course also shows you how to use Microsoft Project for project scheduling, resourcing and reporting.

## Presenter

### **Adrian Sharp – IT Training Manager – Acorn**

Adrian Sharp is an IT Professional with over 30 years experience in the field of Information and Communication Technology. As a trainer Adrian has been designing and delivering IT courses for more than 15 years and has worked with companies such as SunRise Australia, PAXUS Consulting and Class Training.

Adrian approaches training with a wealth of practical knowledge and skill from his former IT roles in; Systems Analysis, Project Management, Team/Section Management and Consulting. With a Bachelor of Applied Science in IT and a Graduate Diploma in Education under his belt Adrian is an exciting and talented presenter. Adrian has conducted training in many of the Microsoft suite programs, including MS Office, MS Project and MS Visio.

Adrian has extended Acorn's range of Productiv\_IT workshops based on his experience in the Microsoft suite of programs, including MS Excel, MS Word, MS PowerPoint, MS Project and MS Visio.

Adrian believes that both Project Management and Information Management are very important in today's business environment.

<b><u>Workshop Modules</u></b>
<b>Introduction to Project Management</b> Project Concepts, Project Management Processes and the functions of a Project Manager
<b>Project Initiation</b> The Project Stakeholder, Project Objectives, the Project Charter and Steering Committee
<b>Project Planning</b> The Scope, Scheduling, Resourcing, Costing, Risks Analysis and Communications
<b>Project Implementation</b> The "Kick-Off", Monitoring & Reporting Project Progress Managing Resources, Managing the Change, Managing the Risk and Scope Creep
<b>Project Close</b> The Completion Strategy, Managing the "Wind Up" and Sign-Off Post Project Review and Reporting

For more information please contact Adrian or John on 6217 7000.

## Enrolment Form – Fundamentals of Project Management

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to [courses@acorntraining.com.au](mailto:courses@acorntraining.com.au)

**Venue:** Acorn Training Centre: 74 Townshend St Phillip

**Course date:**

**Time:** 9.00 a.m. to 4.45 p.m.

Person 1 \_\_\_\_\_ e-mail \_\_\_\_\_ date \_\_\_\_\_  
Person 2 \_\_\_\_\_ e-mail \_\_\_\_\_ date \_\_\_\_\_  
Person 3 \_\_\_\_\_ e-mail \_\_\_\_\_ date \_\_\_\_\_  
Person 4 \_\_\_\_\_ e-mail \_\_\_\_\_ date \_\_\_\_\_  
Person 5 \_\_\_\_\_ e-mail \_\_\_\_\_ date \_\_\_\_\_  
Person 6 \_\_\_\_\_ e-mail \_\_\_\_\_ date \_\_\_\_\_

Organisation \_\_\_\_\_ Branch/Division \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_

## **Payment Details**

---

Total price \$545 x \_\_\_\_\_ attendees = \$ \_\_\_\_\_ \$495 early bird price  
(Early bird applies up to three weeks before the date of the workshop).

### **1. Credit Card** (Amex, Diners, Visa, MasterCard)

Name \_\_\_\_\_ Card No \_\_\_\_\_

Expiry date \_\_\_\_\_

### **2. Invoice**

Signed off by \_\_\_\_\_ Name \_\_\_\_\_

Email invoice to: \_\_\_\_\_

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than 7 days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.

**Ph: 02 6217 7000 Fax: 02 6217 7001 ABN 34073999185**

[www.acorntraining.com.au](http://www.acorntraining.com.au)