

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.

Acorn Trainers

The people at Acorn believe training should be;

- Professional - both presenters and materials
- Relevant - meeting the needs of the attendees
- Well managed and administered - so it runs smoothly from start to finish
- Cost effective - providing a positive return on your investment
- A rewarding yet relaxing break from the day to day pressures of the office.

Our trainers have considerable experience in their field and have been delivering successful training programs for many years.

A business can never be better than the sum of all its parts. That's why at Acorn we employ the best people available, so that we can be the best training provider for our customers.

Workshop Modules

Introduction to Project Management

Project Concepts, Project Management Processes
and the functions of a Project Manager

Project Initiation

The Project Stakeholder, Project Objectives,
the Project Charter and Steering Committee

Project Planning

The Scope, Scheduling, Resourcing, Costing,
Risks Analysis and Communications

Project Implementation

The “Kick-Off”, Monitoring & Reporting Project Progress
Managing Resources, Managing the Change,
Managing the Risk and Scope Creep

Project Close

The Completion Strategy,
Managing the “Wind Up” and Sign-Off
Post Project Review and Reporting

For more information please contact 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

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 seven 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.