



## 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 smaller projects.

More recently people have come to realise that the approach to project management taken on a large engineering project can be applied to many smaller projects. 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.

### Topics Covered

INTRODUCTION TO PROJECT MANAGEMENT		ERROR! BOOKMARK NO
Project Concepts.....		Error! Bookmark n
What is a project? .....		Error! Bookmark n
The Project Life Cycle.....		Error! Bookmark n
Project Management Processes .....		Error! Bookmark n
Project Initiation:.....		Error! Bookmark n



Project Planning:.....	Error! Bookmark n
Project Implementation:.....	Error! Bookmark n
Project Closure:.....	Error! Bookmark n
The Function of a Project Manager .....	Error! Bookmark n
<b>PROJECT INITIATION</b> ERROR! BOOKMARK NO	
The Project Stakeholder .....	Error! Bookmark n
How does a project start?.....	Error! Bookmark n
Developing a Business Case .....	Error! Bookmark n
Project Objectives .....	Error! Bookmark n
Critical to a Projects Success .....	Error! Bookmark n
The Project Scope .....	Error! Bookmark n
Sample IT Project Scope Document Headings: .....	Error! Bookmark n
Project Charter.....	Error! Bookmark n
The Steering Committee.....	Error! Bookmark n
Problems arising from Project Initiation.....	Error! Bookmark n
<b>PROJECT PLANNING</b> ERROR! BOOKMARK NO	
The Project Plan.....	Error! Bookmark n
Scheduling Tasks.....	Error! Bookmark n
Creating Tasks in MS Project .....	Error! Bookmark n
Exercise 1:Entering Tasks .....	Error! Bookmark n
Exercise 2:Entering SUMMARY Tasks.....	Error! Bookmark n
Task Durations and Relationships .....	Error! Bookmark n
Exercise 3:Entering Task Durations.....	Error! Bookmark n
Using Milestones .....	Error! Bookmark n
Exercise 4:Creating Milestones.....	Error! Bookmark n
Linking Tasks .....	Error! Bookmark n
Exercise 5:Creating Relationships Using The Link Tool .....	Error! Bookmark n
Critical Path.....	Error! Bookmark n
Allocating Resources.....	Error! Bookmark n
Exercise 6: Creating a Resource Pool .....	Error! Bookmark n
Exercise 7: Simple Resource Assignment.....	Error! Bookmark n
Cost Estimating.....	Error! Bookmark n
Exercise 8: Variable Costing.....	Error! Bookmark n
Exercise 9: Assigning Daily Costs.....	Error! Bookmark n
Exercise 10: Assigning FIXED Costs.....	Error! Bookmark n
Risk Analysis .....	Error! Bookmark n
Communications Plan .....	Error! Bookmark n
Quality Plan .....	Error! Bookmark n
Acceptance Plan.....	Error! Bookmark n
<b>PROJECT IMPLEMENTATION</b> ERROR! BOOKMARK NO	
Getting the Project Started .....	Error! Bookmark n



Assembling the Project Team .....	Error! Bookmark not defined
The "Kick-Off" .....	Error! Bookmark not defined
Managing the Project ..... 02 6217 7000 ..... <a href="http://www.acorntraining.com.au">www.acorntraining.com.au</a> .....	Error! Bookmark not defined
Managing Resources.....	Error! Bookmark not defined
Managing Costs .....	Error! Bookmark not defined
Managing Risk.....	Error! Bookmark not defined
Managing Change .....	Error! Bookmark not defined
Managing "Scope Creep" .....	Error! Bookmark not defined
Managing Communications .....	Error! Bookmark not defined
Project Monitoring.....	Error! Bookmark not defined
Updating the Project Plan.....	Error! Bookmark not defined
Exercise 11: Creating a Baseline .....	Error! Bookmark not defined
Tracking and Reporting.....	Error! Bookmark not defined
Exercise 12: Tracking Your Project.....	Error! Bookmark not defined
Reporting .....	Error! Bookmark not defined
<b>PROJECT CLOSURE</b>	<b>ERROR! BOOKMARK NOT DEFINED</b>
The Final Hurdle .....	Error! Bookmark not defined
the Completion Strategy .....	Error! Bookmark not defined
The "Go-Live" .....	Error! Bookmark not defined
Final Reporting .....	Error! Bookmark not defined
The End.....	Error! Bookmark not defined
The Sign-Off Process.....	Error! Bookmark not defined
Winding Up.....	Error! Bookmark not defined
Project Review .....	Error! Bookmark not defined
<b>COURSE SLIDES</b>	<b>ERROR! BOOKMARK NOT DEFINED</b>

For more information please contact John on 6217 7000.

## 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.



**Enrolment Form – Fundamentals of Project Management**

**ABN: 34073999185**

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

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

**Course date:**

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

Attendee	Email Address	Date of Workshop
1.		
2.		
3.		
4.		
5.		
6.		
Organisation		
Branch/Division		
Address		
Phone #		
Fax #		

**Payment Details**

Total price \$395 x \_\_\_\_\_ attendees = \$\_\_\_\_\_

**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.