

Bite-Size Project Management Online Training Programme 2024 by US2U Consulting

***Project Management Training Programme delivered via 4 Zoom
sessions of one hour each***

Aim of the Programme

To enable you to achieve the five main benefits of great project management training:

- 1. Improved Project Success Rates**
- 2. Enhanced Productivity and Efficiency**
- 3. Cost Savings**
- 4. Better Stakeholder Communication and Collaboration**
- 5. Career Development; Employee Wellbeing and Retention**

Session 1

- Project Planning Process
 - Overview of methods – PRINCE2, Agile etc
 - The 12 Steps Process
 - Step 1: kick off meetings, key drivers, stakeholders
 - Step 2: task listing and granularity

Session 2

- Network diagrams
 - Why needed?
 - How to create yours
 - Worked example
 - What if the critical path is too long?
 - Estimating time and cost – and contingency

Session 3

- Gantt Charts
 - What they are and why you need them
 - Monitoring progress
 - Worked example
 - Software options
 - Example of using Excel to create one
 - Resource planning explained – for single projects
 - And for multiple projects – bottlenecks, project overlap etc

Session 4

- Budget planning and control
 - Finance of projects: monitoring and forecasting
 - Separating out overspend from lateness
 - Non-linear spend
 - How to forecast final date and final spend
 - Options when running late or over-spent
 - Systems and proformas
 - Reviewing

One-to-one Coaching can be provided for anyone who needs specific support with a project.