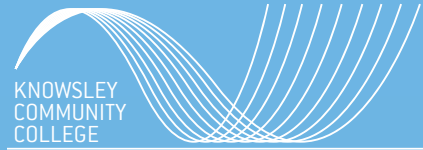


# PROJECT MANAGEMENT FUNDAMENTALS



**Knowsley Community College**  
Kirkby Centre, Cherryfield Drive,  
Kirkby, Merseyside, L32 8SF



## Course Objectives

This session is for delegates considering Project Management for the first time, or who have not previously had formal training and wish to ratify their understanding and consolidate their skills. It is an introductory session focusing on key skills and techniques, ensuring their theoretical understanding and their pragmatic use.

## Format

This course supplements theory with extensive practical work. It is instructor led. Practical work includes a number of sessions on Microsoft Project.

## Duration

2 days.

## Upon successful completion of this course, delegates will be able to:

- Describe the main characteristics of Project Management
- Understand the Project Management life-cycle
- Engage in Stakeholder Analysis
- Create a Communications Plan
- Create a Work Breakdown Structure
- Create a Network Diagram and a Critical Path
- Utilise Microsoft Project to create a basic schedule
- Appreciate the need to Manage Risk
- Understand Change Management
- Describe the attributes of a Project Manager
- Select and use reports in Microsoft Project
- Manage spend against budget
- Monitor and control in Microsoft Project
- Apply team building techniques
- Appreciate the power of teams



**For more information please contact:**

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