

## Introduction to Project Management

**This course is designed for individuals from a variety of backgrounds within the organisation who have had some involvement with project management but no formal training in this area.**

Increasingly, organisations are approaching the management of their work as projects. This 3-day programme introduces participants to the classic Project Management Life Cycle, provides them with an appreciation and working knowledge of what is involved and how it can best fit into their organisation. It outlines the various stages, tools and skills needed for successful project completion. Participants in this programme will typically be from a variety of different organisational departments and cultures.

### Course Content

The programme has the following topics:

- Project Management Fundamentals  
Appreciate the basic processes and underlying principles of project management.
- The Project Management Framework  
Gain a solid understanding of the project management life-cycle stages.
- Primary Tools and Techniques  
Exploring the elements of working on and managing projects.

### Outcomes

On completion of this programme, participants will be able to:

- Describe the role and scope of project management within the context of work management within their organisation.
- Apply the principles of project management in a systematic and structured way that is suitable to the needs of their organisation.
- Understand their role and the role of others in the management of projects and project teams.
- Employ appropriate techniques to prioritise work and plan in the short, medium and long term.

### Method

The program is conducted in-house;

- The training will be highly interactive with participants taking part in role-plays, discussions, exercises and group work where appropriate.
- These workshops cater for a group of up to 12 participants.
- The emphasis will be on the skills, knowledge and attitude that the participants will need in their work environment.

### Assessment

- Skills demonstration exercises will be completed during the course that may require overnight review.
- A final assignment will be handed to each Trainee for completion within one week of the course.

Please **contact us** for information on course scheduling and fees.

## Effective Project Management

**This course is designed for people who have been, or soon will be involved in leading, managing or overseeing a project. This course will provide you with the skills, knowledge and tools needed to start running your own successful projects.**

The 5-day programme will introduce the group to defining and planning projects, running and monitoring progress, and formal project closure.

### Course Content

The programme covers the following areas:

- Identifying distinct project processes and stages, their key activities and deliverables.
- Conducting a Project Feasibility study and progressing through to Project Initiation.
- Learning how to apply a range of tools and techniques at various stages throughout the project life cycle (The Project Management Institute, Inc. PMI® PMBOK® Guide).
- Evaluating the risks, issues, and critical success factors associated with projects.
- Managing Project Teams – developing soft skills.
- Employing appropriate software (MS Project) for project planning, estimation, monitoring and control, communication and reporting.

### Method

The program is conducted in-house;

- The training will be highly interactive with participants taking part in role-plays, discussions, exercises and group work where appropriate.
- These workshops cater for a group of up to 12 participants.
- The emphasis will be on acquiring the skills, knowledge and attitude that the participants will need in their work environment.

### Outcomes

On completion of this programme, participants will be able to:

- Master fundamental project management skills, concepts and techniques.
- Fully scope a project by linking project goals and objectives to clear, compelling stakeholder needs.
- Develop and manage a project plan within structured guidelines.
- Implement a set of project management monitoring and control techniques.
- Access Stakeholder needs and expectations – internal and external communications.
- Successfully transition the project upon completion.

### Assessment

- Skills demonstration exercises will be completed during the course that may require overnight review.
- A final assignment will be handed to each Trainee for completion within one week of the course.

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## About PLC Partners

Project Life Cycle Partners is an independent technology consulting firm specialising in end-to-end Program, Project and Change Management. Established in 2004, we specialise in the selection, design and implementation of business and technology change. We have a proven track record of working with large and medium sized companies both locally and abroad. We have substantial Financial Services industry knowledge and skills.

### Instructor Profiles

#### Neil McGrory

**MSc, PMP, PgMp, MBA**

Neil has extensive Programme and Project Management experience in Systems Implementation, working together with clients and vendors to ensure the successful delivery of multi-party projects. He has extensive experience of managing major Business Change of large-scale IS Projects and in the delivery of project related professional services to a range of clients. He also lectures at Waterford Institute of Technology in Project and Change Management, is a member of the Lean Enterprise Excellence Group and a member of the RIKON Innovation Team.



#### Sharon Fleming

**MSc, BSc, PMP, HDip CCI, HDip AEES**

Sharon is a highly experienced IT consultant who has been involved in numerous large and small scale IT projects both in Ireland and overseas. She has taken worked in a variety of roles throughout her career including Project Management, Solution Design, User Liaison, Technical Design, Test and QA Design and Monitoring, Risk Management and Training.

