



Successful Project Management Management & Leadership Series

Course Content

- The Project Management Triangle
- Essentials for Every Project
- The Project Life Cycle
- Phase 1 - Define the Project
- Phase 2 - Plan the Project
- Phase 3 - Implement Project

Feedback Loop

As well as extensive learning activities, participants complete a Learning Journal and a Skill Development Action Plan, maximizing the potential for learning to be applied on the job.

Together, the participant and their Manager sign-off the completion of the Learning Short-take™ and commit to implementing the Skill Development Action Plan.

Learning Short-take™ Outline

"Give us the tools and we'll do the job." Winston Churchill

Project Management is a method and set of techniques based on planning, estimating and controlling work activities to achieve a desired result on time, within budget and according to specification. During a project's life cycle, project management focuses on three basic parameters: quality, time and cost. A successfully managed project is one that is completed to specified quality, on or before the deadline, and within budget.

This Learning Short-take™ allows you plan and implement a project within your organization using proven Project Planning tools. You will learn the keys to successful project management by following a structured approach to planning, implementation and review. The Learning Short-take™ uses your own project to improve your project management skills.

Learning Objectives

- Build direction and standards when managing projects.
- Focus on your current projects, looking for improvement opportunities.
- Work through the Project Management Life Cycle.
- Use standard forms and tools.
- Create a Skills Development Action Plan.