

Project Management Fundamentals

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OVERVIEW OF COURSE

The use of formalised processes to plan, execute and control projects is recognised as 'best practice' in most organisations, and is key to ensuring that the objectives of the project are met.

Many people working in, or managing project teams have moved into this position through technical roles, and lack formal training in Project Management skills. There is an opportunity to improve the effectiveness of the project teams, through use of formalised processes.

In this full day, interactive course, delegates will learn and apply key project management processes to their own Project, and become familiar with standard documentation such as Gantt charts and risk management plans. The course is suitable for anyone who works in project teams, including project managers who wish to learn new tools and tips.

COURSE CONTENT

- Project Management terminology & responsibilities of a Project Manager
- Define the scope & objectives of your project
- Gantt charts: live demo of software options and pros/ cons.
- Overview of budget management principles and tools.
- Develop a risk management plan, and understand principles of how to use this to reduce project risks
- Identify your communication preference and personality type: what this means for interactions with others
- Identify your key stakeholders, and learn the importance of, and approaches to keeping them actively involved
- Demonstration of 'task management' software to manage personal and team 'to do' lists
- Managing change projects (implementing new systems, processes, organisations, culture)

MY BACKGROUND

- Life Compass Consulting Ltd. Project Management consulting & training courses; career workshops
- 22 year career in diverse scientific and managerial roles at AstraZeneca, including 15 years as Project Manager. Experience of Project Management of Pharmaceutical Development, Global Oncology projects, Change projects.
- INLPTA Diploma (Neuro Linguistic Programming); PMP (Project Management); D. Phil (Organic Chem).

TESTIMONIALS

Steve B, Instrument Engineer: "Lisa guided the group through the many techniques and skills required to be considered whilst planning and managing a project, big or small. Using her own experiences Lisa used real life examples of implementing the skills and guided the participants through working examples. The pace gave plenty of opportunities to ask questions and discuss the practicalities of project management. This was a valuable training course. I found it very interesting and wished I'd have known some of this information during previous projects"

Andrew T, Principal Scientist: "Great project management course with a good mix of practical and theory from a very experienced practitioner and trainer. Course was packed full of extremely useful tips and tricks that I have immediately implemented on my projects in the biotech industry - Thanks Lisa"