

Programme Title: Project Management Essentials

Trainer: Aspira

## **Content**

### **Course Overview**

This 1-day introduction to Project Management is focused on teaching the fundamental management techniques and skills for organising and managing project of all sizes. The session begins by answering some key questions that anyone new to project management might have such as:

- What is a Project & How do projects differ from ordinary and ongoing work activities?
- How do you plan and ensure to set-up your project for success?
- Ho to identify, communicate and engage with Stakeholders?

### **Course Content**

#### **General**

- Explain the basic framework of Project Management Body of Knowledge (PMBOK) 6<sup>th</sup> Edition
- Understand the 10 knowledge areas and five process groups as defined by PMBOK.
- Discuss the skills required to apply PM theory to real-life projects.

#### **Scope**

- Understand the elements that make good project scope management important.
- Explain the scope definition process and how to construct a work breakdown structure.
- Understand the importance of scope control.

#### **Risk**

- Understand how to identify and analyse risks
- How to prioritise risks by assessing their probability and impact.
- How to develop Risk Strategy Responses & the creation of a Risk Register.

#### **Stakeholders & Communication**

- Identify the people, groups or organisations that could impact or be impacted by the project.
- Analyse stakeholder expectations, their level of influence on the project and how to manage stakeholder engagement.

Waterford Chamber Skillnet is funded by member companies and the Training Networks Programmes, an initiative of Skillnet Ireland, funded from the National Training Fund through the Department of Education & Skills.

- Understand the importance of effective communication with your Stakeholders.

### Pre-requisites

- There are no pre-requisites for this course.

### Accreditation:

- This 1-day programme is approved by the PMI® and students who successfully complete this course will be awarded 7 PM Contact Hours or Professional Development Units (PDUs) which is documented via a PMI® REP® certificate from Aspira.

### Who should attend?

- This course is designed for people new to working on projects. It introduces them to basic concepts and tools and templates to help them to contribute successfully to delivering projects.

### Recommended Programme duration:

1 Day

### Trainers Name(s) & Qualifications:

#### Professional Profile – Norma Lynch

Norma is highly qualified and has extensive experience of developing, designing and delivering tailored training solutions to help her clients achieve business excellence. She has worked with many prestigious global clients including Stryker, Poppulo, PWC and Arthur Cox. She works closely with her clients in order to understand the objectives of the client, their values and culture. She has built close working relationships with her clients and has become their trusted training partner and collaborator for new initiatives. She is highly passionate about education and learning and is constantly investing in her own education so that she stays relevant and current with new thinking and approaches to organizational performance.



Waterford Chamber Skillnet is funded by member companies and the Training Networks Programmes, an initiative of Skillnet Ireland, funded from the National Training Fund through the Department of Education & Skills.