Pre-course work:
Complete online Lynda.tcd.ie course “Managing Small Projects” by clicking on this link: https://www.lynda.com/Business-Skills-tutorials/Welcome/105326/120811-4.html?autoplay=true

Project Management Course

Course Description
This two-day course is designed to introduce participants to a variety of project management tools and techniques.

The principal aims of the programme are to teach participants to understand strategic planning, appreciate how the external environment impacts a project, identify the benefits of a project, and appreciate how projects are used to effect change.

Participants will also be introduced to various project management concepts, such as governance, organisational charts, the Project Lifecycle and the Triple Constraint.

Various exercises and real-world scenarios are used to aid the learning process and encourage attendees to learn in a practical, hands-on manner.

Who Should Attend
This course is primarily designed for those who have project management responsibilities. It is also for project leaders or anyone who will be performing these roles in the future.

Agenda

The following topics are covered on the course over a period of two days:

1. Setting the Context / Organisation Context for a Project
2. Project Organisation / Roles & Responsibilities / Stakeholder Analysis
3. Project Lifecycle / Triple Constraint
4. Business Case / Risks / Initiation
5. Project Initiation Report
6. Planning: Scope Definition, Time Management, Cost Management,
7. Risk Management & Quality
8. Execution / Project Status Reporting / Change Management Control
9. Closeout
10. Excel Project Management Workbook
11. People