

Course Outline – Project Management Theory

Aims: To provide an accessible and functional introduction to the principles of Project Planning and Project Management.

Pre-requisites: This course is aimed at newcomers, but would also suit as a refresher for more experienced practitioners.

Duration: One Day

The Basics

Methodologies
Key Elements
Terms

Reporting

Tracking Progress
Frequency & Type
Status Reports

Planning & Scoping

Managing Activities
Managing Resources
Managing Costs
Creating a Project Plan
Documentation

Evaluation & Closure

Evaluating the Plan
Lessons Learned

Risks & Issues

Identification
Management

taking **IT** further

