

Project Management All You Need to Know

Project management is no longer only for mega projects worth hundreds of thousands of dollars. Small projects can benefit from project management tools. These time tested tools can help you to get that small project done well, done under budget, and done on time. This course is not intended for those looking to be certified as project managers but rather for those who complete projects at work from time to time.

In this course, you will gain experience using the most common project management execution tools from Project Tracking Forms, Risk Monitoring Tables to Communications Plans, Change Request Forms, Issues Logs and Lessons Learned Forms. Your small projects will be more successful than ever!

What Will Students Learn?

- ✓ Understand what is meant by a project.
- ✓ Know how to use simple tools to keep your project on track and on task while identifying risks.
- ✓ Be able to develop a simple small project communications plan.
- ✓ Understand simple tools to manage change and issues in your small project.
- ✓ Know how to conduct an effective status meeting.
- ✓ Be able to close out a project and determine lessons learned.

What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes

What Topics are Covered?

- ✓ Project Management Review
 - ✓ Executing the Plan
 - ✓ Communications Plan
 - ✓ Changes and Project Tracking
 - ✓ Meetings and Issues Management
 - ✓ Closing the Project
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- ✓ Specialized manual and course materials
 - ✓ certificate of completion

Pre-Registration Information

Yes! I would like to attend **Project Management: All You Need to Know!**

Sign me up for the following session:

- 310 Oak Avenue, NBS Building 3rd floor Randburg.
- Accreditation : SETA : 12255
Bankseta : Bank-Corne180502

- All Training are from 9:00 a.m. until 3:30 p.m.
- Cost: Per person. Kindly contact the call centre
- Timeframe :



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