



Project Management Made Easy

Workshop Duration: 1 Day

Facilitation in English (aussi disponible en français)

Workshop Description

Effective project management is critical to the success and achievement of desired outcomes for any project, (small or big, short or long). In contrast, poor project management can impede or even ruin a project entirely. Through effective project management, you can reduce risks and efficiently manage quality, resources, time and scope to achieve your project goals. Whether you want to better manage your own part of a bigger project or are currently in a project management role or destined to be one in the future, this workshop will help you enhance your project management skills to effectively plan, manage and deliver successful projects. Project management can also be useful to deliver workload efficiency.

During this workshop, you will learn the principles and practices of project management and have an opportunity to apply project management techniques and tools to effectively plan and manage the various elements of a project from start to finish using your own projects.

Workshop Objectives

- Learn project management principles
- Implement project management tools into operational tasks
- Develop an understanding of what is involved in projects

Agenda

- Project governance
- Internal/external clients
- Identifying stakeholders
- 4 phases of a project life cycle
 - Planning
 - Organizing
 - Implementing
 - Controlling
- Environmental scan (Internal and external)
 - S.W.O.T. Analysis
 - P.E.S.T.E.L. Analysis
- Project Charter
- The timeline challenge
- Handling project creep
- Work breakdown structure
- Gantt Chart
- Preparing a contingency plan "Plan B"
- Lessons learned
- Individual development plan



This workshop is very interactive and dynamic. During the session, participants will apply their learning immediately on their own work related projects. Exercises and discussions will also develop participant's skills quickly. The workbook is user friendly and it is a great tool for future reference.