

## publishing portfolio

# Project Management

Managing projects of any size, whether they might be editorial, marketing or IT, requires a very specific set of skills and knowledge and a defined approach – that's why there are so many project management methodologies out there.

This course draws on some of the common principles in current project management thinking and takes you from how a project comes into existence through to what needs to be done once your project is complete.

**Project Management** will help the learner ensure that the work they put in to a project results in lasting positive change.

**Project Management** enables the learner to:

- Overcome any initial stumbling blocks
- Understand what a project is so they can clearly define what is involved to ensure each stage of the project can be understood and implemented effectively
- Ensure they deliver projects on time and within budget by understanding what tools to use and how to schedule, plan and cost a project
- Maximise their chance of success by ensuring project teams have the right blend of knowledge, experience and perspectives
- Ensure the project hand-over and launch goes smoothly so they can focus on measuring its success
- Minimise the chance of problems with the project by learning techniques for managing risk and maintaining quality



### Learning outcomes

#### What is project management?

- What is a project?
- What are the stages of a project?
- What is project management?
- What are project constraints?

#### Defining the project

- Who identifies the need for a project?
- How do we define customer needs?
- How do I write a project brief?
- What happens once the project brief is signed-off?
- What is my role as project manager?
- How do I build a project team?

#### Beginning the project

- What are the stages to planning a project?
- How do I come up with a milestone plan?
- How do I plan in detail?
- What costs do I have to consider when planning?
- What controls and processes do I need to put in place?
- How should I launch the beginning of a project?

#### Managing the project

- How can I monitor and control the project?
- How should I react when things aren't going to plan?
- How do I make sure my team pulls and holds together?

- How can I monitor project risk?
- What is change control?

#### Finishing the project

- What do I do when the project is finished?
- What can we learn from completed projects?
- How do I make sure the hand-over goes smoothly?
- How can I judge the success of the project?

#### Target audience

This course is designed to appeal to staff who are responsible for project work.

Less experienced staff will find that the course will help them understand the process and be more effective at managing a project.

More experienced or senior people will value the opportunity to spend time reviewing their approach to project management techniques.

#### Additional services

**Blended learning:** ½ day workshops available.

**Tailoring:** include your examples and issues.

**See also:** *Problem Solving, Negotiation Skills, Networking Skills, The Internal Sales Person, Effective Communication, Managing Workload, Managing Relationships, Managing High Performing Teams.*