IPAA ADVANTAGE

CORE SKILLS

Project management fundamentals

Everything you need to know for your next project

IS THIS COURSE RIGHT FOR YOU?

Most professionals will be part of a project team or asked to lead a project at some point in their career. Developing solid project management foundations will set you up for success – regardless of your role or specialisation.

This course is ideal if you:

- are a project team member or new manager of small projects
- want a clear, practical overview of the project lifecycle
- need tools and language you can apply immediately to your next project

WHAT WILL YOU LEARN?

You'll build a clear, practical understanding of how projects are defined, planned, delivered and closed. Using real examples and simple tools, you'll see how scope, time, cost, risk and stakeholders fit together – and what that means for your role in the project team.

Key topics include:

- what makes something a "project" and core project terminology
- the project lifecycle: initiating, planning, executing, monitoring & controlling, and closing
- key project roles and responsibilities, including the expectations of team members
- core planning tools: scope, Work Breakdown Structure (WBS), schedules, milestones and basic risk planning
- working effectively in a project: tracking progress, managing issues, communicating with the project leader and capturing lessons learned

BY THE END OF THIS COURSE, YOU WILL BE ABLE TO:

- Contribute to the development of project schedules and plans, and help identify project deliverables.
- Work effectively as a member of a project team, with clarity about your role and responsibilities.
- Take responsibility for your part of the project and work towards agreed deadlines within set budgets and timeframes.
- Seek support from colleagues and stakeholders early, and escalate issues appropriately.
- Identify problems and potential risks, bring them to the attention of the project leader and contribute to solutions.
- Participate in the evaluation of project outcomes and capture lessons learned for future initiatives.

DELIVERY

This course is delivered as a one-day interactive workshop and includes short presentations, practical activities, group discussions and case studies to help you apply concepts to your own work context.

FOR MORE INFORMATION

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