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## **Running Successful Projects**

**Course duration: one day**

**Course code: RSP1**

### **Overview**

This highly rewarding course is designed to enable participants to fully understand the principles of effective project management, and to equip them with the skills to run successful projects with links to, though not specifically covering, Prince2 and Microsoft Project.

### **Who is it for?**

Existing and proposed Project Managers. Key Stage Managers, Project Team Members.

### **Objectives**

- Understanding the key components of successful project management and why it is different from normal working practice
- Defining a project, the roles, responsibilities and scope
- Be able to effectively plan and monitor a project
- Managing the project in key stages to make it easier to manage
- Increase confidence by being able to clearly communicate throughout the project

### **Course Overview**

#### **What is a project?**

- Defining what successful project management is
- Why do some projects succeed and others don't

#### **Planning your project**

- Clearly define your projects

- The role of the project manager
- Setting and agreeing objectives
- Project life-cycle (including a checklist for each stage)
  - Feasibility
  - Definition
  - Planning
  - Action/implementation
  - Completion/ handover

### **Monitoring and keeping the project on-track**

- Understanding the critical path (and float time)
- Using network diagrams and Gantt Charts
- Sample definitions
- Success criteria
- Cost monitoring
- Risk analysis
- Communicating the status of the project clearly
- At the end of the course you will have completed a detailed action plan for further development

*“I feel that my expectations were exceeded and consider this to be one of the best and most relevant training courses I have attended.” **Mencap** (Course: Project Management)*

**All of our courses can be tailored to meet your specific objectives**

***Good Practice Training Bespoke Training for Business***