

# Delivering Change with Project Management

**Course Code** PSPM02

**Duration** 2 Days

### About the Programme

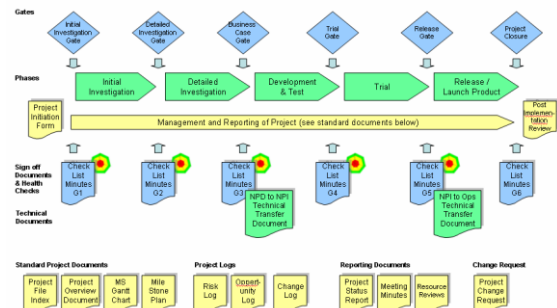
This module highlights the principles used in project management to help facilitate the change process. Covering basic tools and techniques used in the project process and is intended for attendees who have a basic understanding of project management to increase their skills for successful project deployment.

### Workshop Content

- Planning Projects
  - Nature of Projects
  - Scoping a project
  - Project organisational structures (i.e. Matrix)
  - Project Life Cycle (phases and gates)
  - Planning tools (Gantt, Pert and CPA)
  - MOT Process
  - Work Breakdown Structure (WBS)
- Implementing Projects
  - Transitional Process during projects
  - Setting goals and tasks
  - Resource Management tools
  - Project monitoring
  - Project communications
- Communication
  - Roles and Responsibilities
  - Stakeholder Management
  - Project Meeting management
  - Reporting / monitoring and control (RAG)



MOT Example



Standard PM Framework

### Link Document Training:

This module will link to the following Project Management Documents:

- Project Life Cycle Framework
- Overview PM Scoping Document
- Project review forms
- Project Logs
- Resource loading form
- 5 box status sheet
- Standard meeting minutes
- Standard folder index

### Outcome:

Delegates will use current projects to start to build standard plans and scopes. The above documentation will for part of the best practice project management and can be in use directly after (and during) the training.

### Who will benefit

All managers, professionals, project sponsors and team leaders who wish to use project management approach to their work.