

Public Works Foundations Program



Course Outline

Project Management Foundations

Context

Projects are now an essential component of how we work today and this course is designed to teach participants the language, terminology, structures, and tools that are the hallmarks of modern project management. This webinar series is designed for members who want to quickly and efficiently learn the important principles of project management and how to apply them.

Members will learn the basics of the project life cycle from scoping and planning the project through delivering, monitoring and close with finalisation actions and evaluation. The course gives participants a solid, fundamental knowledge of how to lead projects that deliver.

Learning outcomes: By the end of this course participants will:

1. Laying the foundations

- Understand the phases of a project
- Define the project at a high level
- Apply some project management tools and techniques to define the scope of the project
- Record the project scope in a formal document
- Understand how the scope forms the foundation of the rest of the project
- Appreciate the relevant of project governance
- Demystify project terminology

2. Costing the project

- Derive a project schedule from the scope of the projects deliverables
- Practice the basic process of constructing a coherent schedule
- Explore the different types of task dependencies and what they mean in practice
- Appreciate what the critical path is and its implications for the project manager
- Apply resources to the schedule and cost those resources to form the basis of a budget
- Consider some formal methods of task and cost estimation

3. Project leadership

- Understand the different dynamics of teams over time
- Appreciate the different leadership behaviours needed to manage the team
- Explore the different causes of resistance to change and how they might be overcome
- Consider a process for managing stakeholders and apply some stakeholder analysis tools
- Recognise the difference between stakeholder communication and engagement actions
- Create an intelligent stakeholder engagement plan

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4. Delivering a quality project

- Become familiar with a robust risk management process
- Prioritise risks in a systematic way
- Use the different risk treatments available to help identify appropriate risk responses
- Understand the terminology specific to risk management
- Recognise how quality concepts apply to projects
- Differentiate between the quality of the project and the projects products
- Create a simple quality plan
- Be aware of some quality tools