



**RIVERRHEE**  
CONSULTING

## Introduction to Project Management

### Overview

A structured and systematic approach to planning and managing a project can make an enormous difference to the effectiveness of the project and to those involved with it.

Project management techniques can be applied to individuals' everyday activities, to broader team goals, or to a more strategic programme of work.

With careful planning and on-going management, individuals, teams, and organisations as a whole can ensure that they achieve their operational and strategic goals to the desired time, cost and quality in as painless a way as possible.

### Who should attend?

This workshop-based course will be of benefit to line and project managers who are relatively new to Project Management, and who are looking for ways to plan and manage projects, whatever their size, as effectively and efficiently as possible.

### How will I benefit?

This training event draws on established project management techniques to enable you and your team to develop a roadmap and the necessary components for achieving your current goals.

It will also equip you with the essential skills and tools to tackle future operational and strategic projects.

### What will I learn?

#### A structured approach and a selection of tools for:

- Articulating and confirming your goals and the anticipated benefits with your sponsors
- Identifying budgetary, timeline and other constraints
- Mapping out critical steps and interdependencies
- Defining roles and responsibilities
- Creating and maintaining a project plan
- Defining your team's approach to stakeholder management
- Creating risk, issue, decision and action logs
- Defining how your project team will operate

By the end of the course you will have developed a draft project plan and other initial management information, in support of your own work, or of case studies used during the course.