

Course Title: The Project Manager Toolkit

Course content:

- Define SMART objectives for the project and be clear about what success looks like
- Understanding the needs and values of the stakeholders who could influence the project
- Understanding why people may under perform or attempt to block the project's progress
- Define and communicate the projects features and benefits
- Identify each of the stages of a project
- Understand how individual tasks can be broken down and resourced
- Plan work in logical sequence and identify key tasks and plan the time line for delivery
- Ensure the most appropriate available resources are considered for each project
- Consider and plan for risk factors
- Key learning outcomes:
- Plan projects using logical steps
- Understand the motivation and issues for stakeholders and how they may influence what you do
- Manage expectations and communicate the benefits of what you are doing
- Identify and manage project tasks using a simple GANT chart to show the time line
- Identify and manage risk factors

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