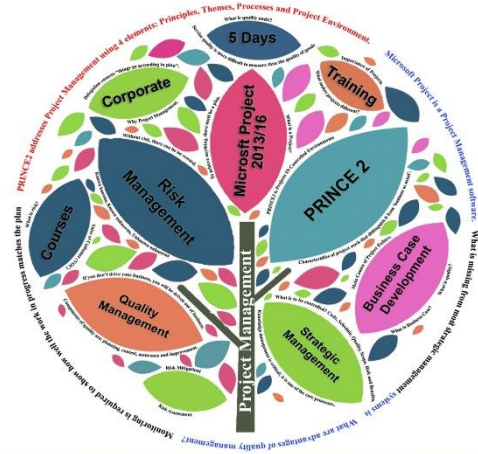




Project Management Tools Course Outline



- **Course Duration options:**
 - ✓ **Face-to-face training** – 6 weeks (2 days a week @ 2 hours per session)
 - ✓ **5 day training** (Mon – Friday)
- **Cost:** £300 UK and US\$300 for international

The tools outlined in this course are applicable to any project management environment; hence suitable for holders on any project management qualification.

Projects have fixed timeframes. To achieve this, a project manager needs tools planning tools and techniques to help analyse, develop ideas, communicate, implement, measure and review progress.

A Project Manager is like a ship's captain responsible for both voyage, vessel and cargo aspects. Projects are complicated; so too are human beings; hence stakeholders and project team bring more complexity to the project. Using tools to help to reduce project complications by visualising, assessing and anticipating the environment to effectively identify, define, plan, implement, monitor and review project flow, requirements and deliverables.

The course will cover the purpose and uses of different project tools:

- Project Designing tools
- Project Planning tools
- Project Implementation tools
- Project Review and Lessons Learned tools
- Project Closure tool

- 1. Project Design tools**
 - Creating a Project Charter
 - Designing a Problem Tree
 - Designing an Objective Tree
 - Developing a Logical Framework

- 2. Project Planning tools**
 - Creating and managing a Risk Register
 - Creating a Budget
 - Developing a Work Breakdown Structure (WBS)
 - Designing a Network Diagram
 - Developing a Gantt Chart
 - Developing an Implementation Plan

- 3. Project Implementation tools**
 - Creating a Change Control Diagram
 - Managing an Issue Log
 - Creating a RACI diagram

- 4. Project Review & Lessons Learned tools**
 - Creating Lessons Learned Log
 - Developing Actions Review Report

- 5. Project Closure tool**
 - Creating a Project Closure Checklist