

PROJECT MANAGEMENT ESSENTIALS FOR NON-PROJECT MANAGERS

Learn how to plan, execute and control a project to a successful conclusion



Aimed at: Anyone wishing to develop the skills necessary to adopt a project management methodology to their work, and learn how to plan, execute and control a project to a successful conclusion.

Trainer: Established 15 years ago, **Invisio** are highly rated providers of people and organisational development training. They have significant experience across the Skillnets network as well across the Food and Drink industry for clients including Kerry Group, Aryzta, Jameson, Superquinn, a major German retailer, ABFI and Retail Ireland.

Programme Objectives

At the end of this programme, participants will understand and appreciate the characteristics of successful project leaders. They will understand the phases of a project, how to estimate resource needs, how to manage stakeholder communication as well as how to plan, execute and control a project from initiation to a successful conclusion.

Programme Content

Introduction to Project Management

- What is a project?
- What are the characteristics of a Project?
- Role of Project Manager
- Project Lifecycle Overview
- The Network Diagram
- Estimating Resources
- Under Estimating the Human Resource
- Estimating Costs
- Estimating time
- Project Schedule

Phase 1 – Project Initiation and Definition

- The Project Charter / Terms of Reference / Project Definition

Phase 2 – Project Planning

- Work Breakdown Structure & Forming work packages
- Project Risks
- Project risks specific to the food and drink industry

Phase 3 – Execution and Control

- Controlling projects
- Progress Reports

Phase 4 – Project Close & Review

Post Course Action

To book your place, or for more information, contact Mark Skinner on (01) 6051615 or mark.skinner@ibec.ie