

An Introduction to Project Management

Practical training in delivering great project outcomes



Deliver on time ♦ Quality Outcomes ♦ On Budget

Project Management is a Vital Skill



Any process that involves coordinating multiple internal and external suppliers to deliver bespoke outcomes to stakeholders is, by definition, a project. Delivering those outcomes in full and on time (DIFOT), to the required quality and on budget requires a discipline, tools and a special skillset.

Our Introduction to Project Management workshop is designed to provide participants with a framework and toolset for planning, executing, monitoring and closing projects. Based on well established methodologies, this program brings the most important project management fundamentals together in an easy to understand and practical workshop designed to prepare your project managers to take control of their projects.



Engage Teams and Create World Class Work Environment

Call Chris on 0428 521 040
www.kallistaconsulting.com.au



Workshop Agenda

As with all our training workshops, the content, context and duration can be tailored to your organisation's specific needs, from an introduction to the concepts through to advanced applications. Our typical Agenda includes:

What is a Project? - 5 Key Characteristics

The Role of the Project Manager

The Project Triangle – Cost, Quality, Schedule and Scope

Key Stakeholders

The 5 Project Stages

- Startup
 - Planning
 - Executing
 - Monitoring and Controlling
 - Closing
- The Work Breakdown Structure
 - Gantt Charts and labour histograms
 - Creating a Communication Plan
 - Managing Risk
 - Managing Quality
 - Managing Procurement
 - Managing Cost
 - Lessons Learned

5S is a powerful method for promoting teamwork

What you will learn & achieve



Expected Outcomes

After attending this workshop, participants will understand;

- What defines a project and why project managers require a structured approach to manage them successfully
- The key requirements of their role as a project manager
- How to plan, launch and monitor the progress of a project
- How to effectively communicate to stakeholders
- How to create risk management plans
- How to monitor the project budget
- How to manage stage boundaries and close a project

Pre-Requisites: Nil

Duration: 1day and 2day versions

Delivered on or off site

Online course formats are also available

Knowledge that creates ownership and empowerment

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Why Kallista Consulting



Our success comes not only from our expertise in process improvement methodologies such as Lean and Six-Sigma, but also from our ability to engage effectively with people at all levels. We are market leaders in providing the business transformation leadership that brings real results. Our training and workplace methods have been refined over many years to ensure they are engaging and practical and the feedback we receive is consistently excellent. Most of our clients experience a measured return that is many times their investment

Our reputation speaks for itself. Over the past decade, we have worked with clients for all sizes across diverse sectors, including with some of Australia's most respected organisations. Here are just a few;



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