



Practical Guide to Managing Projects

Benefits to individuals: *Help you understand the steps to complete a project successfully*

Value for organisations: *Improved timeliness and efficiency of project delivery*

Many of us are appointed to manage projects without formal training. Yet to be successful, we need to estimate, plan, staff, review, lead and handover appropriately, whilst still maintaining our regular workload – in other words, we need the skills of a Project Manager. This course provides a project management toolbox from which you can select processes according to complexity and duration of each project. Participants have the opportunity to practice the process and skills discussed in a number of practical exercises.

Is this Course right for you?

This course is ideal for those with no formal Project Management qualifications, but who are required to manage projects or implementation on an occasional basis. It designed to help people who have either very little or no experience of project management. It is also suitable for those with more experience, who wish to hone their skills to become more effective.

Once the course is completed you should be able to:

- apply all stages of the project life cycle
- scope and plan a work-related project
- apply key project skills (resource management, scheduling, risk management, critical path analysis)
- clarify customer expectations and ensure agreed outcomes
- problem solve to stay on track
- complete and review a work-related project plan that meets expectations.

Course content:

- Factors that hinder progress on projects
- What is a project?
- What is project management?
- 4 Project life stages
- Planning tools
- Work Breakdown Structure (WBS)
- Project Resources and Responsibilities
- Project scheduling
- Risk management
- Planning - estimating
- Project communication
- Project management checklist
- Project evaluation checklist

How is the course conducted?

The course conducted as a 1 day workshop session held at MaST's Melbourne location. The session is engaging and stimulating yet relevant to the audience in both style and content by including practical examples, continual opportunities for discussion, and activities. Participants are encouraged to bring along a current project to use in practical applications.

Our workshop groups are limited to 10 participants (a minimum of 6 is required), to ensure opportunities for individual attention and an enhanced learning experience.

You will be provided with a comprehensive course manual and ongoing telephone support from the team at MaST.

Course Dates: 4 June, 5 Aug & 4 Nov.

Price: \$475 + GST per participant

To book a **Project Management course**, or to arrange **in-house training**, please call the training team on **03 9520 2599**, or email us at mast@mastaustralia.com.au to let us know how we can help you.