

Project Management (E-Learning Course)



R 1, 250 Ex VAT



Course time: 245min



License valid for 14 days

About the Course

Project management skills are fast becoming one of the most important business knowledge sets, and are essential for achieving project success for a wide range of people. Projects are also being used to increase sales, improve customer satisfaction, reduce costs, improve the work environment and in all areas where a change is needed.

Who Should Attend

Project Managers , Project Coordinators , Project Administrators , Production Managers , Marketing Managers , Financial Managers , Administrators , Operations Managers , HR Managers , Technical Managers , Engineers , IT Managers , System Administrators , Personal Assistants.

Modules That Form Part of the Course

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Introduction to Project Management 2019	Leading or taking a role in a project team is an excellent learning opportunity and can really help you improve your career profile. This course will introduce you to project management. Topics include: Discovered how a triangle can help keep projects on time, in budget and on scope, taken a look at the six different stages of a project's life and find out why project management is a bit like spinning plates.	15 Minutes
Project Strategy and Business Case	This course looks at the importance of strategy and will show you how to make your own projects stand out from the crowd with a well prepared business case. At the conclusion of this course you should have: Discovered why strategy is so important if you want to win and how a business case can get your project the green light you need.	10 Minutes
Project Design 2019	Too often, project teams focus on solutions, how to achieve something, before gaining a clear understanding of the business objectives. The project design stage is your opportunity to get this right. This short module provides an overview of why most Project Managers fail to meet their project objectives. Topics include: Using flow charts to communicate your ideas and why you should use proof of concepts on projects.	5 Minutes
Project Preparation	When you're faced with an exciting challenge it can be really tempting to jump right in, disregarding any planning in favour of getting on with the job at hand. At the conclusion of this course you should have: Learned how to get the right balance between planning and action (using Critical Path Analysis).	10 Minutes
Project Development and Testing	In project management it is important to have a process to ensure you plan, test and incorporate feedback before you develop and build the project output. At the conclusion of this course you should have: Discovered a real world tool that you can use to structure testing on your own projects and guarantee continuous improvement.	5 Minutes
Close Your Project Successfully	When you get to the end of a project it can be tempting to overlook a critical final task of the project manager – conducting project close. This doesn't just mean tying up loose ends – it's about capturing lessons you've learned during the project, so that you can benefit from them next time. At the conclusion of this course you should have: Gained an overview of the close project process.	5 Minutes
Training and Business Readiness	Its human nature to resist change and it's down to the project manager to understand the reasons behind the resistance. This course can teach you how to get your organisation ready for change. This course focuses on the five pillars of change and how you can use them to get your organisation ready for change. At the conclusion of this course you should have: Learned about the five pillars of change and how you can use them to get your organisation ready for change.	5 Minutes

Please note that this course is made up of a series of short modules, and is not an exhaustive, in depth look at this topic.

Modules That Form Part of the Course Continued.

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Support and Benefits Realisation	The course show you how to develop your own benefits realization plan using a simple six step formula. Creating a benefits realization plan helps you track whether intended benefits have been realised and sustained after the end of the project. At the conclusion of this course you should have: Discovered what project benefit realisation is and the six steps to creating the perfect benefits realisation plan.	5 Minutes
Project 2010 Intermediate	Do you ever find yourself trying to plan or manage a project but lose track of all of the different parts of it? Or end up forgetting something because there's just too much to think about? Well if you need a hand organising your duties tasks and appointments look no further. No really stop looking. It's all about MS Project. Whether you're managing a private or a business project – you're sure to find it refreshingly straightforward. Join us for this intermediate course and we'll throw ourselves into the deep end of MS Project with you. You'll be getting the most out of the program in no time. Topics covered in this course include: Views & calendars, cost & resource management, the baseline plan, tracking progress and reports.	81 Minutes
Project 2010 Basic	MS Project. If you've never used it you probably think the way you're currently managing your projects is the most efficient way. Perhaps you're using a basic spreadsheet. Or maybe a notebook and a lot of scribbling. Probably not the best solution. So fancy making your life easier? Because you need a reliable organised project managing software. Luckily we know one. Can you see where we're going with this? Yep – it's MS Project! Whether it's a private or business project let us show you the basics. Topics covered in this course include: Essential skills , working with tasks & relationships , outlining and the critical path & gantt charts.	104 Minutes

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