

Workshop title: Project Management - Introduction

Aim: To equip managers with the understanding and tools for managing projects effectively

Designed for: Employees who manage projects currently or in the near future

Objectives: During the workshop, participants will

- learn about project management and development
- know how to develop a detailed project plan
- have tools to implement and monitor the project plan
- develop methods for involving and communicating with others

Method: This workshop will be participative, using practical examples and exercises to help everyone relate the learning to their projects

Content

Introduction to project management

- * The stages of a project
- * The role of the project manager

The project plan

- * Identify your objectives, success criteria, activities and resources
- * Prepare a detailed project plan to encompass these

Implement the project plan

- * Tools to monitor and control the implementation of the plan
- * What to do when things change or go wrong

Involve others in the project

- * Identify who you need to involve and why
- * Communication is key to the success of a project