



# Project Management Fundamentals

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# PROGRAM OVERVIEW

<b>Overview</b>	This workshop uses the project lifecycle as a framework and is focused on providing practical project management tools and techniques. Participants will learn to identify project goals, scope, plan, apply risk management, communicate and close projects. New project managers, project team members and anyone accountable for a project will benefit from attending this workshop.
<b>Who is it for?</b>	Individuals who are project team members, new to project management, or who manage small projects within their organisation
<b>Duration</b>	1 day
<b>Delivery</b>	Face-to-face training workshops Work-based activities, including presentations, group work and case studies
<b>Learning Outcomes</b>	<ul style="list-style-type: none"><li>• Understand your role and responsibilities within a project and how you can contribute to its successful completion</li><li>• Develop skills in project management: learning terminology, tools and techniques</li><li>• Understand the key phases of a project and the importance of each</li><li>• Understand the key functions of a project and their interactions</li><li>• Contribute to the development of project schedules, plans and deliverables</li><li>• Take responsibility for your own part in a project and work towards achieving agreed deadlines within a set budget and timeframe</li><li>• Recognise the importance of proactively identifying and managing potential problems and risks within a project</li><li>• Participate in the evaluation of outcomes</li></ul>

Please contact us on 1300 950 251 for further information and booking enquiries.



Level 8, 3 Spring Street | Sydney NSW 2000  
Level 13, 114 William Street | Melbourne VIC 3000  
Level 6, 140 Creek Street | Brisbane QLD 4000  
P: 1300 950 251 | E: admin@academyglobal.com  
W: www.academyglobal.com



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