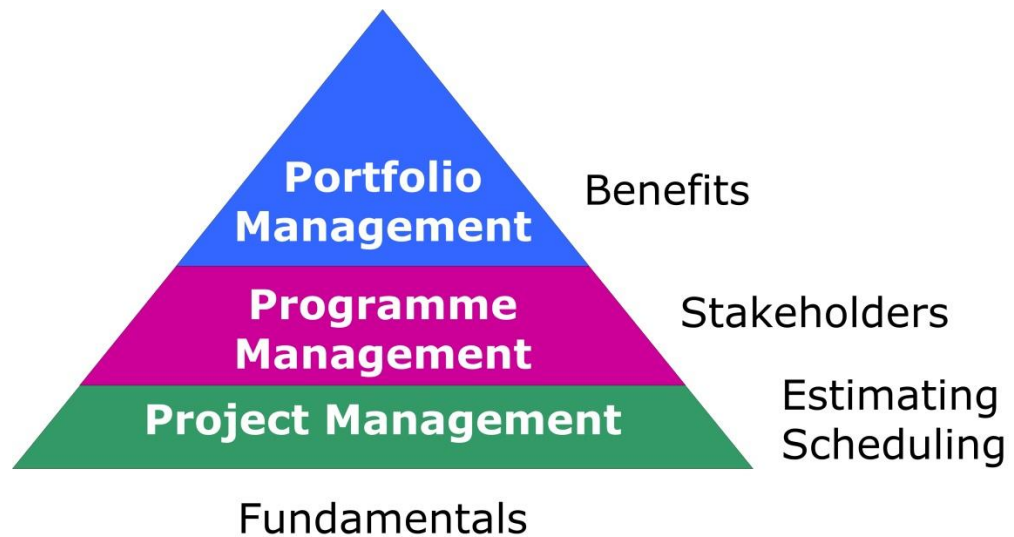


Fundamental Concepts in Project Environments

Portfolio programme and project management (P3M) is a collection of management frameworks and skills that are used to manage project portfolios, programmes of related projects and individual projects. We offer specialised and accredited training in the most popular frameworks, such as PRINCE2 and MSP. We have also developed a range of introductory briefings covering specific skills required within the P3M domain.



About Inspiring Projects

Inspiring Projects, a division of Aspire Australasia Pty Ltd, has been recognised by APMG International as an Accredited Training Organisation, licensed to deliver training in PRINCE2, MSP, P3O and other Best Management Practice products. We offer training throughout the Asia Pacific region. We were involved in development of the current versions of PRINCE2, MSP and ISO 21500, and bring this deep experience to our courses.

About our training

Our training is designed to assist people and organisations to quickly develop the skills base and 'know-how' needed to implement effective project, programme and portfolio governance arrangements. Our trainers and training materials are regarded as among the best available in Australasia. We incorporate the latest research in effective learning into our approaches. In support of the different ways people learn, our courses include a mixture of presentations, hands-on activities, discussions and review sessions. After their courses, our delegates are given access to the tools we have developed for our clients. In addition to our briefings, we offer a range of consulting support services.

Additional support

We deliver our briefings in-house, and can customise them to better suit your needs. We also provide ongoing coaching and mentoring support, as well as in-depth consulting and project assurance services.

Contact us

To learn more about how our training and services can benefit you, or to register on one of our courses, or to ask for more information or a quote, call us now on 03 9015 9459, email training@inspiringprojects.com.au or visit www.InspiringProjects.com.au.

Fundamental Concepts of Project Management

Course Code	FUNJ1
Overview	Project management skills are fundamental to introduction of successful change into organisations. Ever-increasing demands for efficiency, cost-effectiveness and results mean that those appointed to project management roles, and those preparing for a move into a career in project management, must have the expertise to deliver.
Course Objectives	By the end of this short course, participants will have: <ul style="list-style-type: none"> • Learned the most important project management concepts, skills and techniques; • Gained practical experience of applying these main techniques; • Boosted their confidence in their ability to plan and manage projects; • Received practical advice, tips and insight from an experienced project manager.
Who Should Attend	<ul style="list-style-type: none"> • People with little or no experience of project management; • People who are intending to start managing projects soon; • People who need to learn the basic project management skills quickly
Prerequisites	There are no prerequisites for this short course
Course Content	<p>This short course covers:</p> <ul style="list-style-type: none"> • Projects in context; • Project management standards and terminology; • The core themes of project management: <ul style="list-style-type: none"> ○ Scope, alignment and coherence; ○ Time, cost and quality; ○ Risks and issues; ○ Value and benefits; ○ Resource and procurement; ○ Stakeholder engagement and communication; ○ Configuration and information; ○ Organisational change; ○ Integration and justification; ○ Project governance. • Roles and responsibilities in a project management team: <ul style="list-style-type: none"> ○ Sponsor; ○ Project Board or Steering Committee; ○ Project assurance; ○ Project Manager; ○ Project Office; ○ Teams and specialists. • Project lifecycles and key documents: <ul style="list-style-type: none"> ○ Problem definition and project approach; ○ Project control framework; ○ Planning; ○ Control; ○ Delivering; ○ Closing and evaluating; ○ Realising benefits. • Attitudes and behaviours of successful project managers.
Included with the course	Participants will receive a Delegate Workbook including content and activities.
Delivery	This short course is delivered over 1 day. The course can also be used as the basis of a 2-day Workshop as part of induction of a Project Team.
Availability	This short course is only offered in-house, generally as part of induction into a project team of a group of people with no previous experience of working in a formal project management environment.
Points	PMI: 16 PDUs; AIPM: 14 CPD points