

# Project Management: Writing a Project Plan



[Ctrl+ Click here to enquire about this course:](#)

**Objectives :** This course is designed for individuals new to Project Management. It covers concepts terminology and the core disciplines of effective Project Management.

The target audience is anyone wishing to exercise greater understanding and control of the projects they are managing or about to manage.

**Prerequisites:** No Previous knowledge required

**Duration:** **Two days**

**Additional Information** Course Content can be tailored to clients specific needs

## Course Contents

<ul style="list-style-type: none"><li>• <b>What is a Project?</b></li></ul>	
<ul style="list-style-type: none"><li>• Project management terminology and definition</li><li>• Project board and Organisational structure</li></ul>	<ul style="list-style-type: none"><li>• Project management problems encountered by delegates?</li><li>• Qualities of each project role</li></ul>
<ul style="list-style-type: none"><li>• <b>Writing a Plan</b></li></ul>	
<ul style="list-style-type: none"><li>• How to plan what to include and exclude</li><li>• Planning the Project stages/phases</li><li>• Costing a plan</li><li>• Resource planning and Issues</li></ul>	<ul style="list-style-type: none"><li>• Scoping of a project</li><li>• Estimating timescales</li><li>• Risk identification and analysis</li><li>• Dependencies between tasks, critical path</li></ul>
<ul style="list-style-type: none"><li>• <b>Reporting and Documentation</b></li></ul>	
<ul style="list-style-type: none"><li>• Project reporting</li><li>• Office Politics and Conflicts in Project Management</li><li>• Change and Quality control</li></ul>	<ul style="list-style-type: none"><li>• Recording progress</li><li>• Documentation control</li><li>• Post Project Evaluations</li></ul>

For more information, or to book your course, please call Sense IT on 0870 4296445  
Or visit our web site –[www.sensetraining.co.uk](http://www.sensetraining.co.uk)