



# PROJECT MANAGEMENT

## INTRODUCTION

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As you progress in your career, you will face more and more complex and difficult challenges. Some of these may be daunting - they may involve the coordination of many different people, the completion of many tasks in a precise sequence, and the expenditure of a great deal of time and money.

This module covers the main principles of project management and can be tailored to suit your organisation and unique contextual working needs.

## DESCRIPTION

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Learn about, understand and use more effectively:

- The Principles of Project Management
- 'Good' Project Management
- Gantt Charts and Critical Path Analysis
- Time Management Skills such as Drill Down Technique
- Stakeholder Analysis and Management
- Monitoring and Evaluation
- **Learn how to avoid the top ten traps of *Poor Project Management***

## OBJECTIVES

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You will:-

- Understand the principles of project management.
- Know what 'good' management looks like.
- Be able to use a variety of tools to plan project schedules
- Be more aware of the importance of time management and have tools to manage this.
- Use Evaluation and Monitoring procedures more effectively.