

BIZ GURU



ONTRACK CONCISE PROJECT MANAGEMENT

**ONLINE, ONSITE OR WEBINAR
PROFESSIONAL TRAINING**

www.BizGuruTraining.com

COURSE SUMMARY

For some companies a simpler project management methodology is all they need. That is why we have produced this course OnTrack© Concise Project Management. The method taught relies upon the simple methodology of Decide, Define, Develop and Deploy that is both easy to understand and remember.

This is a detailed training course based on a video presentation and detailed supporting course notes, questions and workshops.

Attendees will learn how to plan a project and keep it on track! Control all the changes and problems as well as document them for later reference. Let all your team, users and clients understand what is going on and the successes that you have.

The course will also provide a simple to understand project methodology to ease you through the intricacies and problems of your project and provides a good understanding of project management techniques that can be continually referred to. It covers the vital skills of Project Planning, Control, Documentation and Communication. Complex questions and workshops to test your lessons learnt are included.

Learn how to set up and manage a small to medium sized project

This course includes quizzes, detailed supporting documentation and several scenarios to test the knowledge you have learned

We deliver the course on site or by webinar. It is also available on line or via a webinar. Prices are by application.

COURSE CONTENTS

It consists of the following:

Introduction

- What is a project?
- What does a project manager do?

Your Keys to Success

- Planning: producing a planning template.
- Control: baselines, changes & impacts.
- Communication: business, project & staff.
- Documentation: support, plan communicate & control.

This Concise project methodology introduces you to a simple to remember method to manage your projects.

- Decide - get your project started correctly.
- Design - your end products
- Develop - make the project happen.
- Deploy- send your new project into the business.

This course consists of a series of PowerPoint based MP4 sections with supporting text explaining each point on the slide. There is also a very detailed PDF document providing more details and a series of scenarios and question sessions to test knowledge learned.

Learn how to define and plan a quality company project

TRAINING GAINS

SKILLS

Take the fear away
from managing a
medium or small
project

TOOL KIT

All the models,
processes and
documents to make
project management
easier

OPTIONS

Take on site, online,
or webinar

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