

Course	The Essentials of Project Management
Course outline	<p>This hands-on, one-day course covers the fundamental aspects of undertaking a project using a structured approach. This could include a minor project or a section of a larger project. You will learn about the basic concepts of project management, key aspects of establishing the project parameters, how to develop a project plan, activities involved in administering and monitoring the project, and finalising and reviewing the project to identify lessons learned for application to future projects.</p> <p>The activities, case studies and the examples shared by the skilled facilitator during the session will augment the overall learning experience.</p>
Target audience	Any staff currently involved or likely to work on a minor project or on a part of major project in a local government context.
Topics covered	<ul style="list-style-type: none"> ➤ Section 1: Introduction to project management <ul style="list-style-type: none"> ○ What is project management? ○ Purpose of project management ○ Project management lifecycle ○ Project management roles and responsibilities ○ Project management methodologies and approaches ➤ Section 2: Establishing project parameters <ul style="list-style-type: none"> ○ Scope ○ Stakeholders, responsibilities, and delegation authorities ○ Resources ➤ Section 3: Develop a project plan <ul style="list-style-type: none"> ○ Risk management plan ○ Budget ○ Schedule ○ Project management tools ○ Finalise and get approval ➤ Section 4: Administer and monitor project <ul style="list-style-type: none"> ○ Communication ○ Recordkeeping ○ Monitoring and controlling ➤ Section 5: Finalise and review project <ul style="list-style-type: none"> ○ Completing the records ○ Project documentation and sign off ○ Reviewing outcomes against scope and plan ○ Documenting feedback and lessons learned
Delivery mode	Face-to-Face/Online via Zoom Platform in a workshop format.
Duration & Date	Full day (9.00 AM-4.00 PM). Please refer to LGP Training Calendar for dates.
Training Venue	LGP Office Sydney/Regional Locations/Onsite
Course Fee	<p>For public courses in Sydney \$700.00 (excl GST).</p> <p>For public courses in Regional Areas: \$750.00 (excl. GST).</p> <p>For onsite delivery- Send Request for Quote on training@lgp.org.au</p>
To register	Click here
Do you have any question/ need quote?	Please contact Niv Roy, Head of Training on 02 8270 8709/ 0406 621 023 or send an email to the training team on training@lgp.org.au .

* PS: This is not an accredited course. A Certificate of Attendance will be issued to all participants on completion of this training.