



# Project Management Fundamentals



<b>Objectives</b>	By the end of the two days, participants will be able to: <ol style="list-style-type: none"> <li>1. Describe the various project methodologies and guidelines</li> <li>2. Understand the foundation for planning, justification &amp; assessment.</li> <li>3. Recognise the importance of a business case.</li> <li>4. Define project scope and boundaries.</li> <li>5. Plan effective project communication &amp; reporting.</li> <li>6. Understand how to manage scope, budget, quality and risk.</li> <li>7. Close and report on projects.</li> </ol>	
<b>Agenda</b>	<p style="text-align: center;"><b>Day 1</b></p> Introductions Establishing the project Stakeholder management Project scope and resourcing Developing the project schedule Working with a project team	<p style="text-align: center;"><b>Day 2</b></p> Project monitoring & performance Project reporting Project change control Variations to scope Closing the project Lessons Learnt
<b>Practical Exercises</b>	Several practical examples will be showcased during the 2 days using your organisations own processes to explore a number of techniques introduced and discussed in the workshop.	
<b>Learning materials</b>	Presentation slides Practical Group Exercises Mentoring / Coaching Sessions	
<b>Certification</b>	A Certificate of Completion will be issued to all participants that complete the 2-day program supporting CPD and any HR requirements.	
<b>Support</b>	2 X 20 mins coaching / mentoring sessions <sup>1</sup> per participant	
<b>Duration</b>	2 days running between 8:30 AM to 4:30 PM with breaks for morning & afternoon tea and lunch break.	
<b>Participants</b>	Number of participants per course: 10	
<b>Cost</b>	For costs please email <a href="mailto:contact@veritas-asiapacific.com">contact@veritas-asiapacific.com</a>	

<sup>1</sup> Coaching / Mentoring sessions will be supported via TEAMS environment. Sessions are not transferable between participants and must be scheduled and completed within 4 weeks of attending the program.