

# PROJECT MANAGEMENT FUNDAMENTALS

Deliver your projects on budget, on time and with high-quality results



**In-Person: 2 full days**  
Virtual: 3 half days



**In-Person Price: \$1,790+GST**  
Virtual Price: \$1,550+GST

Whether you've been managing projects for a while or just landed a role involving project management, brushing up on fundamental project management principles and tools can save you time and stress in the long run. The Project Management Fundamentals workshop demystifies project management, builds your confidence and gives you real-world skills that you can apply straight away. You'll leave this workshop understanding the stages within the project management lifecycle and how to implement fundamental project management techniques at each stage.

## Benefits to your organisation

Your organisation will benefit through growing more confident project managers equipped with the skills and tools needed to improve project performance, delivering on time, and on budget. Your employee will learn the building blocks for creating and leading consistently successful projects ultimately achieving greater benefits for you and your organisation.

## Who is this course for?

- People who are brand new to project management.
- Those looking to learn practical tools and techniques to apply to projects in the workplace.
- Those with existing project management accountability who are looking to brush up on the core principles and tools of project management.
- Project managers who have never had formal training.

## Learning outcomes



Understand how to clearly scope a project and identify and manage key stakeholders.



Understand what needs to be undertaken to complete a project using a work breakdown structure.



Learn how to identify risk and implement a risk management plan.



Learn approaches to get your project back on track.



Use reporting and evaluation tools to track project performance.



Successfully close and complete a project.

## Contact us for more information

[www.imnz.co.nz](http://www.imnz.co.nz) | 0508 22 55 46 | [enquiries@imnz.co.nz](mailto:enquiries@imnz.co.nz)



## Training format

Whether you choose a face-to-face or virtual workshop, your learning outcomes will remain the same. Using specialist content design, and clever use of in-workshop tools and exercises, your experience delivered by our expert facilitators will be immersive and engaging.

### What is covered in this course?



#### Project lifecycle

This workshop is wrapped around each stage of the project lifecycle, from the initiation phase through to planning, implementation, monitoring and control, and finally to project closeout. We start with the role of the project manager before moving into the critical steps relating to project scope and stakeholder identification, project parameters, scheduling and estimating, identifying deliverables and risk management.



#### Planning and monitoring

Understanding how to plan and monitor is critical to successful project management. In this workshop we look at the steps required to get your project planning underway and the actions you must take throughout the project lifecycle to ensure the successful completion of deliverables. We learn how to construct a Work Breakdown Structure (WBS) to identify key project tasks and then how to schedule the work. We cover how to monitor and report on progress, manage setbacks, and ensure project variations are dealt with successfully.



#### Project leadership

Understand how to manage your own and your team's time when leading a project, by applying a proven time management method. Understand the principles of effective delegation and how critical good communication is to project success. You'll also come away with some solid techniques on improving stakeholder engagement and how to grow collaboration within your project team.

## Customised solutions

IMNZ can work with your organisation to deliver highly flexible and customised learning programmes. Contact us to discuss solutions to meet your specific learning and development needs.



I wanted to acquire tangible project management tools and strategies to aid me as I move forward. Not only did I learn some useful tools, but I also gained confidence in speaking and in my ability to succeed.



Jemimah Hicks  
Project Manager,  
Electronet Services

