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### Course Description

#### Duration and structure

This workshop runs over two days and is a very practical workshop which is tutor led. All the sessions involve delegate input to allow them to develop a working project plan

#### After this workshop delegates will be able to:

- Appreciate the importance of defining the project objective
- Understand a four-phase project management process
- Identify and manage the project stakeholders
- Develop a project communication plan.
- Utilise a Risk Management Process to identify risks and develop strategies to reduce or manage them effectively.
- Utilise appropriate project planning tools and understand tools available to them.
- Understand the importance of monitoring the project equilibrium to provide objective feedback to the project team and stakeholders.
- Monitor, review and communicate effectively during all phases of the project.

#### Who Should Attend?

Anyone who is involved in planning and managing projects. It is helpful if delegates can bring with them a project to work on throughout the workshop.

#### What Do I Do Now?

To book a course or to get more details please complete the Enquiry Form, call us on 07879 448428 or e-mail us at [admin@vitaltraining.co.uk](mailto:admin@vitaltraining.co.uk)