



# PROJECT MANAGEMENT

**Course Number**  
SC0425

**Time Required**  
90 minutes

**Assessment**  
Formal (multiple choice)

**Approvals**  
CPD

**The effective management of projects is an essential skill in many workplaces. Correct control of stages and different aspects of projects helps to increase the chances of projects being successful.**

#### Recommended System Requirements

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

There are many tools and approaches to managing projects, from a simple 'to do' list, to complex methodologies.

When a project is managed correctly it ensures that there's a sound business reason for undertaking the project, that it's clear who's involved in delivering the project, what the expected outcomes are and how resources and risks will be managed throughout the project.

When it's done poorly the project can suffer from feature creep, delays, go over budget or not get finished at all.

This course covers some of the common project management methodologies, setting goals, and actually achieving them, identifying the need for a project to be started, using key project management tools and much more.

#### Suitable for:

Care, Education  
and Commercial



#### Modules:

- Introducing Project Management
- Terminology and Project Lifestyle
- Identifying Needs, Project Aims and Objectives
- Project Aims, Objectives and Initiation
- Gantt Charts, Budgets, Risks and Issues
- Monitoring Change, Stakeholders and Terminology