

CLEAR



QUALITY

# EFFECTIVE PLANNING & PROJECT MANAGEMENT

## Course Overview

Join our one-day course which provides essential knowledge and skills to navigate projects efficiently. It covers key aspects, ensuring your team is well-equipped for effective project execution. Our emphasis on stakeholder management and continuous improvement adds a strategic edge to your team's capabilities.

This course is designed to empower your team without overselling, making them valuable contributors to your business's success and adaptability in the fast-paced world of project management.



### Duration

1 Day



### Accreditation

Clear Quality

## What Will I Learn?

- ✓ Apply project management principles to diverse projects, both external and internal, understanding their universal applicability.
- ✓ Execute crucial tasks during the tender stage, recognising their significance in project initiation.
- ✓ Define project success criteria, recognising variations among stakeholders, and engage in continuous improvement through launch meetings and post-project reviews.
- ✓ Identify and define project stakeholders, comprehending their roles for effective project collaboration.

## What Skills Will I Gain?

- ✓ Acquire essential disciplines for efficient project execution, including organisation, planning, and execution skills.
- ✓ Recognise the importance of milestones and deliverables, mastering effective planning and monitoring techniques.
- ✓ Learn to measure project success using Quality, Cost, and Delivery (QCD) parameters, ensuring timely, budget-friendly, and quality-driven outcomes.
- ✓ Develop skills in risk analysis, seize opportunities, and master techniques for setting project baselines, tracking progress, and ensuring success through regular reviews.

All of our short courses can be delivered in a classroom environment or via Microsoft teams. To discuss your training needs further please contact us here at: [training@clearquality.co.uk](mailto:training@clearquality.co.uk)