

PRAGMAT Project Management Training & Support

Essentials of Project Management – Workshop

Complementing **PRAGMAT's** sound and practical approach to project management, we present a series of project management workshops, which are equally well grounded in sound project management principles and practical experience. The topics are usually customised to suit the intended audience, but generally include:

- ◆ What constitutes a project and what does not
- ◆ The Scope of Project Management
- ◆ What makes an "adequate" Project Plan
- ◆ Documenting the Project Business Case
- ◆ Planning for Benefits Realisation
- ◆ Defining a Project's Objectives & Scope
- ◆ Project Management Strategic Issues
- ◆ Managing Objectives & Scope
- ◆ Managing Issues & Risks
- ◆ Managing Quality
- ◆ Project Communication
- ◆ Project Scheduling
- ◆ Critical Path Interpretation
- ◆ Structured Work/ Product Breakdown
- ◆ Structured Task/ Deliverables Definition
- ◆ Estimating Effort and Duration
- ◆ Project Organisation & Team Building
- ◆ Resource Assignment
- ◆ Project Budgets
- ◆ Gantt Charts
- ◆ PERT Charts
- ◆ Resource Levelling and Demand Planning
- ◆ Project Control Techniques
- ◆ Monitoring Progress
- ◆ Meaningful Status Reporting
- ◆ Project Completion and Hand Over
- ◆ Post Implementation Reviews
- ◆ Tips & Tricks of the Trade

Special Focus Workshops

To allow maximum flexibility, we also provide a series of special focus modules, which complement our broader **Essentials** workshops by expanding on key project management topics and pursuing them to greater depth. Typically these topics include:

- ◆ Business Processes Come First
- ◆ Executive Management Adds Value
- ◆ Documenting the Business Case
- ◆ Getting the Project Started
- ◆ Improved Estimating
- ◆ Risk Identification & Management
- ◆ Managing Project Management
- ◆ Accountability & Control
- ◆ Structure & Reporting
- ◆ Cost Analysis & Control
- ◆ Resource Planning

Project Management Software

PRAGMAT staff have practical experience with a wide range of common project management software and can provide expert instruction in the use of the software, as well as practical assistance in designing and setting up project structures of all types.

On the job Mentoring and Coaching

PRAGMAT is committed to knowledge transfer. As well as bringing our clients sound and effective solutions, we seek to leave them with the skills, tools and techniques to consolidate and build on our work. So, in addition to workshop support, described above, we also provide responsive, on the job guidance, mentoring and coaching, on both ad hoc and/or regular bases, depending on which best suits our client.



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