



**BUSINESS  
NAVIGATORS LTD.**

# Learning and Development

## Basic Project Management Skills (Sample Extract)



## Basic Project Management Skills

### Purpose

This **'self learn'** module provides you with an introduction into Project Management and will enable you to start to develop your basic skills in project management.

### Project Management

At some stage during our lives we may need to manage a **'project'** either at home; at school; college; university; or in the workplace.

This module focusses on the key basic skills which can be learned and applied to manage and deliver any project successfully.

### Content

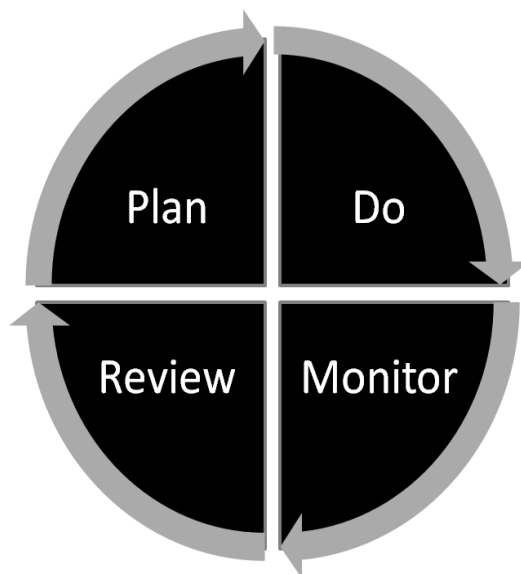
<b>This module includes:</b>	<b>Page</b>
1. Project Life Cycle	4
2. Project Management – Three Important Elements –Time, Quality & Cost	5
3. Planning to deliver excellent performance	6
4. 'Do' – Organising & Implementing	13
5. Monitoring	14
6. Reviewing	15
7. Added Value	16
8. Service Excellence	17
9. People – Project Leadership	18
10. Project Management & Leadership – Applying to your project	19

## How do I use this module?

1. We will provide you with basic concepts of project management which we have used over many decades to successfully deliver numerous projects. Within this we provide '**Key Learning Points**' to assist you in developing your learning and development.
2. Later within this module we provide an opportunity to enable you to start to apply these concepts to a project which you may choose to manage and use to start to develop your skills in project management.
3. We would suggest you may want to first read through the module from start to finish to familiarise yourself with the content and style.
4. We would suggest you may then choose to work through this module again and start to apply this guidance to a project you may choose to lead and manage. This will then help you to start to **apply** your basic project leadership and management skills using a '**real life**' project.
5. Additionally, at the end we provide you with the opportunity to advance and further develop your skills and competencies in Project Management.

## 1. Project - 'A Life Cycle'

We offer you the following simple model of 'a life cycle' of a typical project.



### How do I begin to use this 'Life Cycle' model?

**Planning** – You will need to have a real '**clarity of purpose**' from the outset, an '**end goal**' for your project. In other words, at the start of the project, you will need to have a clear understanding of what you are aiming to achieve by the end of the project. You will then need to develop effective and efficient plans to support your delivery. Throughout the project you will need to be flexible and dynamic in your ongoing planning to enable you to achieve your desired outcome(s).

**Do** – Ongoing planning will help you to start using the model, you will also need to be committed to organise and implement; and to deliver specific activities, communicate, provide resources, and take actions to work towards achieving your desired project outcome(s) '**end goal**'.

**Monitor** – For effective and efficient project delivery, you will need to observe and manage your project performance and the quality which is being achieved during the project. You may need to put '**controls**' in place e.g. to manage risk, test outcomes, ensure quality, to achieve timely delivery, etc.

**Review** – At the end of the project it is good practice to formally close down the project. Equally, to look back to understand what went well and how you can improve for future projects. This provides for continuous improvement in the project life cycle process. Also, this enables you to use your good practice going forward on future projects and correct any mistakes for your Continuing Professional Development (CPD) in project management. At the end, there may be a formal '**handover**' of the outputs from this project to others e.g. customers.

**THIS IS A SAMPLE EXTRACT ONLY FOR THE FULL MODULE PLEASE VISIT OUR WEBSITE AS BELOW**