

PROJECT MANAGEMENT: COURSE OUTLINE

A five-day training week on two of the ten tools. Each topic has a short lesson, a video and a quiz.

1. PROJECT MANAGEMENT

Seven lessons on running a piece of work to a finish - what has to happen, in what order, by when, and who is doing it.

1. How to define and plan a project
2. Introduction to project management
3. Project management case studies
4. Understanding project development principles and practices
5. How to identify and manage project risk
6. How to implement, monitor and control a project
7. How to close a project

2. CORPORATE GOVERNANCE

Seven lessons on running the business properly on paper - who decides what, what gets recorded, and what the law expects.

1. Introduction to corporate governance
2. Corporate governance case studies
3. How to apply fairness
4. How to be transparent
5. How to manage risk
6. How to be responsible
7. How to be accountable