



Project Management Fundamentals

TRAINING

Insights, Tools and Frameworks to
Management Successful Projects



Facilitated by
ANGELA CHELLAS
Managing Director
Lotus PM

Online → 13 & 20 July 2023



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Overview

According to a 2018 survey by the Australian Institute of Project Management (AIPM), project management is a key skill required for local government officials and staff. The survey found that 94% of respondents agreed that project management was important for the success of local government projects.

Furthermore, the survey found that only 42% of respondents believed that local government had strong project management capabilities. This suggests that there is a need for more training and development in this area.

This course is designed for specialists in Local Councils who have been exposed to project management but are still at an introductory level. It will suit those who need a refresher on the basics of project management or want to improve their knowledge and learn some systems to perform more efficiently.

It will provide you with insights on managing complex and multi-disciplinary projects. It will focus on developing a clear project plan that outlines the project goals, objectives, timelines, risk management, communication and stakeholder engagement.

Learning Objectives

- **Understand why projects fail and identifying the key factors of success**

Why Attend

- **Gain skills and knowledge in managing projects effectively**
- **Increase chances of project success through improved planning, execution, and monitoring**
- **Enhance career prospects and increase employability in various industries**
- **Learn about different methodologies and frameworks used in project management**
- **Develop important communication and stakeholder management skills**

Who Should Attend

Specialists, subject matter experts and professionals in local government co-ordinating work across multi-disciplinary teams. In addition this is a great opportunity for co-ordinator who find themselves having to manage sideways and manage up including:

- **Systems Analysts, Business Analyst, Business Systems Officers**
- **Project Officers, Project Co-ordinators, Project Managers, Project Leads**
- **Program Managers, Program Leads, Program Officers, Program Co-ordinators**
- **Leads, Co-ordinators and Officer of: Service Delivery, Strategy and Planning, Engineering, Facilities and Venue Management, Community Development**

Meet Your Facilitator



ANGELA CHELLAS
Managing Director
Lotus PM

Angela is a passionate, energetic and inspirational international facilitator and speaker. Her extensive and ongoing project experience ensures that participants of her project workshops receive a mixture of theory; actual examples of their application; and practical tips.

For over 20 years, Angela has helped numerous global organisations increase their project management capability and improve efficiencies in their delivery. Her experience in the field ensures that she's not only able to provide students with an understanding of the principles of project management, but also give examples of how these can produce successful outcomes on projects. On every new project and program, Angela is constantly learning new skills and techniques which keep her workshops current and relevant.

Angela has a Bachelor of Arts, a Post Graduate Certificate of Marketing and an Advanced Diploma of Project Management. In 2001, she became a certified Project Management Professional (PMP) and member of the Project Management Institute. She is a PRINCE2 Practitioner and holds Project+ certification with CompTIA. Angela has a Certificate IV in Training and Assessment and is also a Myers Briggs accredited facilitator. She sat on the Board of Project Management Institute Sydney Chapter for two years and Nominating Committee for three years.

Preparation

This workshop is highly interactive with group activities and discussions throughout. Come prepared with some current challenges you are facing in your organisation.

To participate you'll need:

- A computer with camera and microphone
- Strong internet connection
- Quiet, well-lit space

Register Early & Save

Extra Early Bird	Early Bird	Standard Price
Register by 21 st Apr	Register by 2 nd Jun	Register by 12 th Jul
\$795 + GST	\$995 + GST	\$1,195 + GST
Save \$400	Save \$200	-

CLICK HERE TO REGISTER

*Group Discounts Available - Contact Registration at registrations@publicsectornetwork.com or Call on **(02) 9057 9070**

Module 1 – Project Management Lifecycle

10:30am Welcome, Introductions and Overview

10:50am Project Failure and Successes

- Understanding why projects fail
 - Identifying key factors of project success
 - Setting yourself up for success
-

11:25am Break

11:30am Project Lifecycle and Tools

- Unpacking the project lifecycle
 - Exploring each stage
 - Tool and frameworks
-

12:30pm Break

Module 2 – Scope Management and Schedule Management

1:00pm Scope Management

- Defining and documenting project scope
 - Understanding what effective scope management entails
 - Tools
-

1:45pm Schedule Management

- Developing a project schedule
 - Monitoring and controlling progress
 - Accounting for delays, changes or unexpected events
-

2:15pm Reflections, Feedback and Closing remarks

2:30pm End of Day 1

Module 3 – Governance and Stakeholder Management

10:30am Welcome and Recap

10:40am Governance and Resourcing

- Governance to guide project decision-making
 - Roles and responsibilities
 - Resourcing
-

11:25am Break

11:30am Stakeholder Management

- Understanding your stakeholders
 - Developing a stakeholder management plan
 - Building engagement and buy-in
-

12:30pm Break

Module 4 – Communication and Risk Management

1:00pm Communication Management

- Developing an effective communication plan
 - Establishing communication channels
 - Understanding what good looks like
-

1:45pm Risk Management

- Identifying project risks
 - Evaluating risks
 - Mitigating risks
-

2:15pm Reflections, Feedback and Closing Remarks

2:30pm End of Day 2

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