



Management  
Training

*In two days learn the secrets of  
delivering successful projects*



# Project Management Essentials

A new 'best of breed' short course in project management

## Course Overview

We aim to provide participants with a "world class" short course in project management. Our focus is keeping things simple, practical, flexible and fun.

This course is targeted at people who want to quickly and efficiently learn the important principles of project management and how to apply them. What do I "really" need to know and how will I do it? What do the experts know & do? How can I set myself up for success?

The course has been designed to provide participants with a fast and simplified view of this complex topic. It's extremely practical in focus and all materials are based on the latest best practice theory. Classes are facilitated by highly experienced project managers who encourage open discussions to enable all participants to see how to apply the theory to their own individual workplace.

Our primary goal is to ensure participants walk away from this short course with a full understanding of all the important principles of project management and can confidently apply these to practice using the tools provided during the course.

## Learning Outcomes

- ETM's expectation will be that ALL participants walk away from our short course with the following:
- A sound understanding of the core principles of project management
- A detailed knowledge of what's needed to competently manage a project including how to:
  - Initiate a project?
  - Plan a project?
  - Execute a project?
  - Monitor & control a project?
  - Close a project?
- An understanding of the secrets to achieving a successful project outcome
- An understanding of the different project methodologies in existence with a view as to when each may be applicable
- Participants to be able to confidently apply these new skills

## Duration?

Two consecutive days.

## Who Should Attend?

This course is suited to anyone who wants to know how projects should be managed to get a successful outcome. Participants could include existing project managers, organisational managers, team leaders, business analysts, project officers and/or persons aspiring to become successful project managers.

## Cost?

\$715 (including GST) per person.

## Corporate Delivery?

A specific short course can be designed for corporate clients. Prices are available on request. Please contact the ETM team at [corporate@etmmanagement.com.au](mailto:corporate@etmmanagement.com.au) or call us on +61 3 9556 1407.



## ***Our goal is to provide the best short course in Project Management in Australia***

Stephen Dowling – Director  
ETM Management Training

### **Course Content**

- Introduction to Project Management
  - Project definition
  - Types of projects
  - Project success & failure
  - Strategic alignment of projects
- Portfolio, programs and projects (incl PMO's)
  - Project life cycles
  - Project frameworks
  - What it takes to be a PM
  - Core project terminology
  - Project methodologies
- Project Initiation
  - Project Charter
  - Project Stakeholders
- Project Planning
  - Integration
  - Scope
  - Time
  - Cost
  - Quality
  - HR
  - Communications
  - Risk
  - Procurement
- Project Execution
  - Directing & managing
- Project Monitoring and Control
  - Project work
  - Integrated change control
- Project Closure

Please be advised all participants will be provided with a detailed course workbook and copies of electronic templates.

### **Bookings**

Please go to <http://www.etmmanagement.com.au> to see the current public course schedule and to book this course.

If you have any questions please contact us on the details listed below.

### **Contact Details**

ETM  
Management Training  
Suites 11 & 12  
2 Central Avenue  
Moorabbin VIC 3189  
Australia

Email: [admin@etmmanagement.com.au](mailto:admin@etmmanagement.com.au)  
Phone: +61 3 9556 1407  
<http://www.etmmanagement.com.au/>

### **About Us**

ETM Management Training is a privately owned niche organisation passionate about developing and supporting “world class” project leaders.

**Expert Facilitators.** Our facilitators are of the highest calibre and proven experts in their field. They are highly qualified and have experience across many different industry sectors.

**Simple & Practical.** At ETM we work very hard to simplify the complex down to what you need to know and how you apply it in the real world. Our number one primary goal is always to ensure participants walk away from any of our programs with a full understanding of the important principles, have some practical tools & techniques which they can confidently apply in their own work environment.

**Proven Track Record of Success.** Since our formation in 2011, we have a proven track record of developing and supporting project leaders, and helping our clients to deliver successful project outcomes. This has resulted in consistent repeat business from our existing client base.

***‘You think training is expensive, try ignorance.’***

- Peter Drucker