



Project Management for Non-Project Managers

Apply project management techniques to structure and manage any type of project

Melbourne: 11 February | Sydney: 18 February | Brisbane: 25 February | Perth: 6 March

Projects come in all shapes and sizes - from organising new office furniture to an enterprise-wide software installation. Yet they all require a structured approach, a well-developed plan of action, stakeholder management and effective resource allocation.

Project Management For Non-Project Managers is a one day fundamentals course that will impart basic project management principles, tools and techniques to help you initiate, plan, implement and close your projects like a pro. This course is for those 'accidental project managers', who manage projects, or manage those who manage projects, yet have never received the required training.

YOUR EXPERT FACILITATOR:



Kestrel Stone, *Director*,
Elemental Projects



Project Management for Non-Project Managers

Melbourne: 11 February | Sydney: 18 February | Brisbane: 25 February | Perth: 6 March

ABOUT THIS COURSE:

Project Management for Non-Project Managers is a unique seminar designed for managers with little or no prior knowledge of project management. You will learn about the characteristics of projects, the project life cycle and ten project management knowledge areas outlined in the PMBoK Guide (the global standard for project management theory).

These include:

- The importance of projects in achieving organisational goals
- How to participate effectively on project teams and 'speak the same language'
- Apply project principles to efficiently achieve project objectives
- Deliver value to your organisation, clientele, employees and other stakeholders.

KEY BENEFITS OF ATTENDING:

- **UNDERSTAND** project management disciplines and frameworks
- **IMPROVE** business outcomes and increase project success
- **SELECT** effective project management tools and techniques
- **IDENTIFY** different project roles and how to make them work harmoniously
- **UNDERSTAND** the relationship between projects, teams and stakeholders
- **LEARN** vital project team and stakeholder management techniques

WHO SHOULD ATTEND

Anyone who manages or is involved with projects, including:

- **Project managers:** From any industry, sector or technical domain (with or without prior training in project management)
- **Project team members:** Including operational/technical resources, support staff and Subject Matter Experts (SMEs) who contribute to projects and must contribute to projects and related documentation
- **Project governance representatives:** Including line managers, directors, executives and business owners who must understand the role of projects in achieving organisational success and what "best practice project management" looks like

YOUR EXPERT FACILITATOR:



Kestrel Stone,
Director,
Elemental Projects

Kestrel has worked in the project management field for over ten years, delivering consulting and professional development services to individuals and organisations across industry. Combining an undergraduate degree in psychology with a Masters in Project Management, Kestrel brings a balanced perspective to project management that recognises the importance of 'soft' interpersonal skills as well as 'hard' technical project management skills.

As the Director of Elemental Projects, Kestrel has worked with project managers and organisations across the industry; from construction, transport and Defence; to banks, corporate finance, community service, environment and health. In 2012, Kestrel was elected to the NSW Chapter Council of the Australian Institute of Project Management (AIPM) and currently chairs the NSW Project Management Office (PMO) Special Interest Group and represents NSW on the AIPM's Standards Committee.

Project Management for Non-Project Managers

Melbourne: 11 February | Sydney: 18 February | Brisbane: 25 February | Perth: 6 March

8:45 Registration, morning coffee

MORNING SESSION:

Introduction to Project Management

- Project characteristics
- The role of projects in achieving organisational success
- Key project management roles
- Project management life cycle and knowledge areas (overview of PMBoK)
- Key concepts in project management

Project Management Initiation

- "Kicking off" and gaining formal authorisation to commence a project
- Defining the project objectives and measures of success
- Developing the Project Charter
- Understanding project teams and stakeholders

Project Planning

- Developing the Work Breakdown Structure (WBS)
- Developing the Project Plan

AFTERNOON SESSION:

Project Execution

- Assembling the team
- Directing and managing the work

Monitoring and Controlling

- Developing Project Status Reports
- Avoiding 'scope creep' through Integrated Change Control
- Rescue strategies – getting 'back on track'

Project Closure

- Transitioning to the business
- Developing a Post Implementation Review
- Capturing lessons learned throughout the project

Wrap up and close

- References and tools
- Personal action planning
- Where to from here?

5:00 Program Close

Lunch, morning and afternoon tea will be provided for all attendees. Morning tea will be at 10:45 am. Lunch will be at 12:30 pm. Afternoon tea will be at 3:00 pm.

Please let Konnect Learning know if you have any dietary requirements a minimum of 5 working days before the event.

Project Management for Non-Project Managers Registration

02 8248 0200

PO Box 683
Potts Point NSW 1335



events@konnnectlearning.com.au

www.konnnectlearning.com.au

LOCATIONS & DATES

MELBOURNE: 11 FEBRUARY

SYDNEY: 18 FEBRUARY

BRISBANE: 25 FEBRUARY

PERTH: 6 MARCH

PRICING DETAILS

Please select ONE of the following:

SUPER SNEAKY RATE

\$999 plus GST Super Sneaky Rate, if you register and pay before 18 December

EARLY BIRD RATE

\$1099 plus GST Early Bird Rate, if you register and pay before 29 January

STANDARD RATE

\$1199 plus GST Standard Rate, if you register and pay AFTER 29 January

DELEGATE ONE

Name _____
Position _____
Phone _____
Email _____

DELEGATE THREE

Name _____
Position _____
Phone _____
Email _____

DELEGATE TWO

Name _____
Position _____
Phone _____
Email _____

DELEGATE FOUR

Name _____
Position _____
Phone _____
Email _____

YOUR COMPANY DETAILS

Company Name _____
Postal Address _____ Postcode _____

PAYMENT DETAILS

CHEQUE I have enclosed a cheque for \$ _____ payable to Konnect Learning*

EFT Konnect Learning (Commonwealth Bank)*
BSB: 062 014 Account number: 1053 3919

CREDIT CARD Please charge my Mastercard Visa AMEX^
^ Please note AMEX attracts a 2.5% credit card fee

In the amount of \$ _____ Security Code _____

Expiry ___/___ Name on card _____

Signature _____



CANCELLATION POLICY

The following cancellation policies apply to all Konnect Learning events. Whilst Konnect Learning is sympathetic to the inevitability of changing circumstances, Konnect Learning incurs costs for each cancelled registration. It is for this reason that the following cancellation policies are non-negotiable:

- If a registration is cancelled more than 21 working days before the date of a scheduled event, the fee of that registration will be refunded, minus a \$300 processing fee;
- If a registration is cancelled between 21 and 7 working days before the date of a scheduled event, the registered participant will receive a redeemable credit note that can be used to attend another of Konnect Learning's events (subject to availability of venues);
- If a registration is cancelled less than 7 working days before the date of a scheduled event, Konnect Learning is unable to issue a refund or credit note due to the significant expenses already incurred by Konnect Learning.

CHANGES TO EVENTS

A tremendous amount of effort is spent to ensure all of Konnect Learning's events proceed as originally marketed. It is with regret that circumstances beyond Konnect Learning's control can prevent this from happening. As such, Konnect Learning reserves the right to change the speaker and/or agenda details at any time throughout the marketing lifecycle of an event. It should go without saying that Konnect Learning will diligently minimise the risks of changes to any event and will always ensure events deliver the content that is advertised. Konnect Learning will notify all participants of any changes in a timely manner leading up to an event.

CUSTOMER PRIVACY

Konnect Learning takes diligent action to ensure all client details are protected. Furthermore, we respect our customer's right to 'opt out' of our various promotional activities for relevant, upcoming events. If you do not want to receive further information about our upcoming conferences, training courses and learning experiences, please tick the following box:

ONCE YOU ARE REGISTERED, WHAT IS THE NEXT STEP

When you have registered for an event, and that registration has been received by Konnect Learning, you will be sent a confirmation email. This will include your invoice and any relevant information regarding the event you are registered for. Konnect Learning will regularly keep you updated regarding the events for which you have registered. If you require any further information, visit our website at www.konnnectlearning.com.au, or call us on 02 8248 0200.

* Please quote PMNPM 0216 and invoice number or delegate name. Payment is required prior to the event. An invoice will be emailed to you. Phone 02 8248 0200 with any queries.