Training with Aravena Global Solutions
PM101- Fundamentals of Project Management Course Information

General

PRINCE2 (**PR**ojects **IN C**ontrolled **E**nvironments version **2**) is a process-based method for effective project management. PRINCE2 is widely recognised as a world-class international product and is the standard method for project management for many Government departments and private sector organisations around the world.

The key features of PRINCE2 are:
- Its focus on business justification
- A defined organisation structure for the project management team
- Its product-based planning approach
- Its emphasis on dividing the project into manageable and controllable stages
- Its flexibility to be applied at a level appropriate to the project.

In any organisation it is important that the team understands the basics of project management and especially the terminology and concepts being applied in the project environment in order to be effective in their contributions to a successful outcome.

Course Offerings

Aravena Global Solutions offers a range of PRINCE2 courses that are focussed on different outcomes.

- PM 101   Fundamentals of Project Management (based on PRINCE2)
- PM 102   PRINCE2 Foundation
- PM 103   PRINCE2 for Boards/Senior Management
- PM 201   PRINCE2 Practitioner

The Project Management Fundamentals course (PM101) is designed to provide delegates an introduction to the concepts of Project Management using PRINCE2 terminology and concepts. It enables team members of projects to understand the e role and contributions of a Project Manager so that they can effectively contribute to the management of the project. The course can be configured to be provided over 1 or 2 days duration.

Standard inclusions on the Overview Course comprise:

- Course notes and exercises
- Aravena Global Solutions PRINCE2 - process map

What to expect from your PRINCE2 Fundamentals Course

The Aravena Global Solutions course structure introduces the fundamental concepts and processes involved in managing a project using PRINCE2. It highlights the processes and components of a PRINCE2 project and how all of them together enable the business to manage the project. To this end you will gain knowledge and understanding of the principles and terminology of the method along with its practical application.

For further information please contact admin@aravena.com.au.

Session Outline – PM101 (Fundamentals of Project Management)

Serial	Topic
Session 1	**Course Introduction** • Administration; Course Objectives and Project Terminology
Session 2	**The Challenge of Project Management** • Project definition; Project management objectives and Principles and PRINCE2 Environment
Session 3	**The Business Case and Project Organisation** • Project Driver; Business Case Development Project Governance; Project Organisation Structure and Roles
Session 4	**Planning a Project** • Planning Process; Deliverable Based Planning; Identify Activities, Estimating & Scheduling; and Resource levelling
Session 5	**Project Quality and Risk Management** • Quality and quality criteria; Quality Management and Quality Review • Concepts of Risk; Risk Analysis; and Application to the project lifecycle
Session 6	**Controlling a Stage** • Controls; Stages; Reports and Logs and Communication • Day-to-day management; Issue and, Change Management; Monitoring Progress; Managing exceptions and Stage Boundaries
Session 7	**Closing a Project** • End **Project** Report; Follow-on Actions and Post Implementation Report
Final Session	**Course Closure** • Questionnaire