

Your Complete Guide to Project Management



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What is Project Management?

Project Management: An Essential Skill Set

You probably don't realise just how much you use project management in your everyday work - or in your everyday life.

Any task that has a beginning, middle, and end can be considered a project.

Gaining skills and tools that will make handling each project easier is the key to becoming more effective and efficient.

This guide is designed to give you a clear overview of the benefits of project management, what's involved in the role of a project manager, and the life cycle of a project.

We also give you tips on getting trained and certified to point you in the right direction for the best choice for *your* career.



8 Project Management Benefits

① Leadership and Ownership

By having a project manager – or a number of defined project managers – you'll avoid the “too many cooks” pitfall that can occur with leaderless projects.

A project manager takes ownership of planning and running the project.

They ensure that everything that needs to get done is completed on time, and they can take decisive action when needed.

② Structure and Clarity

Implementing a project management approach within your business eliminates a lot of confusion.

Those who work on a project are aware of their role and its responsibilities. There is a defined structure and process for how the project will be completed.

This saves a lot of time and prevents tasks from being missed or – just as counterproductive – completed more than once!

③ Lower Risk

In the early planning stages of a project, the project manager will identify any potential risks that might occur.

They will then set measures in place to dodge these risks, and implement contingencies to respond rapidly should these risks prove unavoidable.

④ Steady Momentum

A good project manager keeps everything moving.

They track the progress of tasks within a project's life cycle and support the project team in staying on track.

⑤ Better Customer Relationships

Project managers use both stakeholder management during a project, and utilise project management tools to deliver quality products or services to your customers on time.

This approach helps your customer relationships thrive.

8 Project Management Benefits

6 Improve Processes

Process improvement is truly the way forward for businesses that want to maximise productivity and eliminate waste.

While methodologies like Lean Six Sigma are needed to implement in-depth process improvement, you will find that effective project management will help you to identify areas that can be adjusted for better performance.

7 Maximise Your Resources

A large part of the project manager's role is mapping out how resources (time, people, tools, materials) can be used most efficiently to achieve project goals.

This happens during the initial planning phase of a project. Clever project managers will review resources and adjust accordingly as work progresses.

8 Develop a Strong Strategy

Continuous and consistent project management can greatly enhance the ability of the organisation's leadership team to map out both short and long term strategies for your business.

Using the detailed information from current and past projects, company leaders can accurately assess what can be achieved in the coming months. Project managers support the leadership team with recommendations and feedback.



Learn More

Ask A Question

What is the Best Course?

5 Certification Benefits

What does a Project Manager do?

If you're thinking about becoming a project manager or are informally managing projects, it's very helpful to look at what a project manager does, both on a daily basis and throughout the life cycle of a project.

A project manager may work on different facets within a project, depending on its scale and requirements. However, you'll find that no matter what else takes place during a project, the project manager will always cover the following 5 responsibilities.



Read more about these 5 responsibilities on the next page...

What does a Project Manager do?

✓ Project Planning

Once a project has been initiated, the project manager plans the project.

They look at the goals or deliverables required and, using specific tools and techniques, plan out what is needed to get there.

✓ Manages the Team

In every project, you will have a project team, those who will create the project's results.

The project manager will mentor the team, keeping them motivated and productive throughout the project's life cycle. They help to eliminate roadblocks to productivity and troubleshoot any other issues that can pop up.

✓ Engages with Stakeholders

Effective stakeholder management is a crucial part of running any project.

Stakeholders are anyone that has an interest in the progress and results of your project. This can include customers, leadership team, colleagues on other teams in your organisation, and the project team members themselves.

The project manager will communicate regularly with all stakeholders to provide progress updates, manage expectations, and handle any changes to requirements.

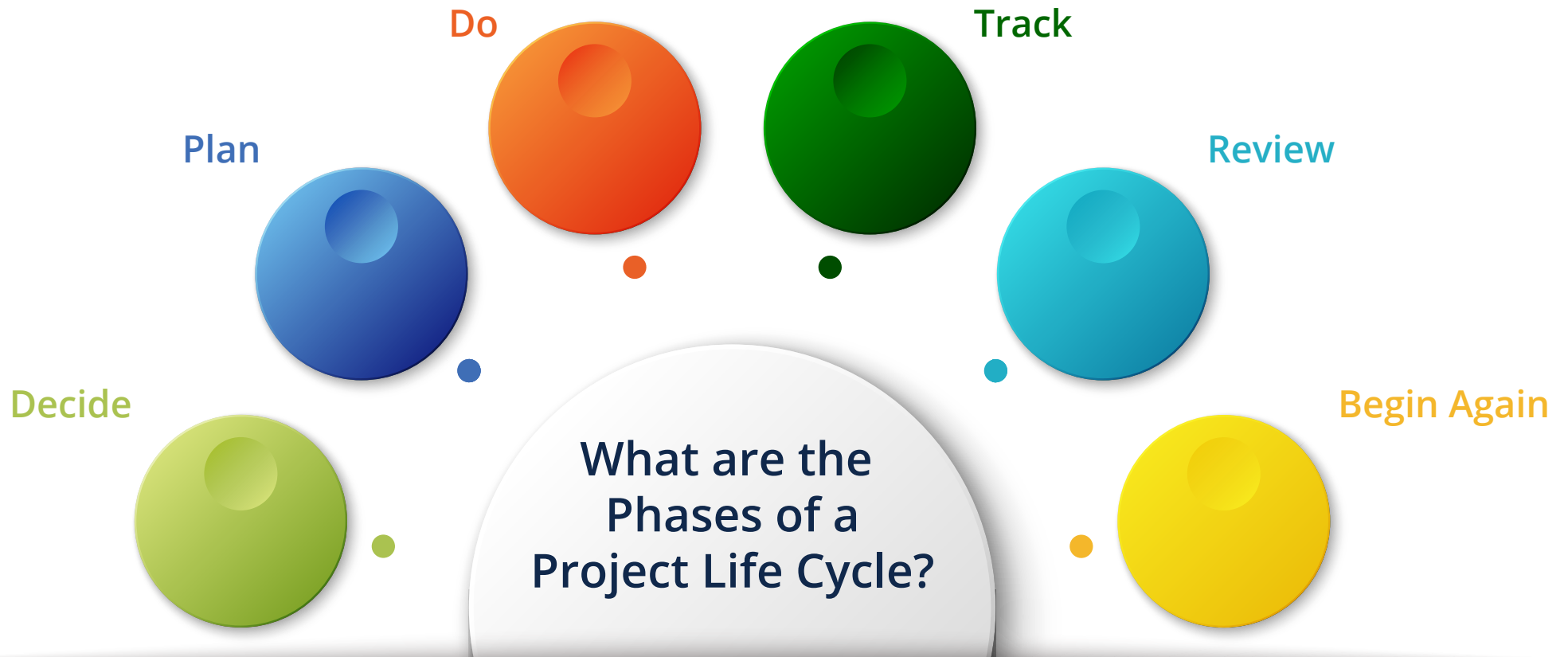
✓ Co-ordinates the Project

There are many moving parts in any project. Co-ordinating these elements successfully falls to the project manager. It is a key benefit of having a project manager on your team.

The project manager keeps everything on track, preventing any task falling through the cracks.

✓ Maintains Momentum

It's very easy for enthusiasm to wane once a project nears the end of its lifecycle, or hits a speedbump. A good project manager will ensure that progress continues steadily throughout the project.



You will often see the 5 stages of Project Management listed as:

- ① Initiating
- ② Planning
- ③ Execution
- ④ Closing
- ⑤ Monitoring and Controlling

These are the classic project management phases, and are still relevant for project work today.

However, with so many variables occurring in how we do business and run projects these days, we have adjusted these phases to have a broader reach.

- ① Decide if it's worth doing.
- ② Plan what must be done.
- ③ Do what must be done.
- ④ Track what is happening.
- ⑤ Review what has been done.

The Project Life Cycle

How can I follow the Project Management Phases correctly?

The first step to following the project life cycle is to understand it. By reading up on the thinking behind the project management life cycle you'll gain a clear understanding of why this is important and how it could apply to your work.

The next step is to acquire the skills and techniques for following each stage in a project life cycle. This may vary, depending on which project management methodology you use in your team.

Training and certification in a tried-and-trusted methodology will provide you with the support and confidence you need to apply the life cycle successfully to your next project.

Learn more about the different project management methodologies in our article, [Project Management Methodologies Explained](#).



[More About Project Life Cycle](#)

What is the Best Way to Manage a Project?

There are so many different approaches to managing projects. The method you use will depend on your working environment, the requirements of your project, and what you need to achieve.

With so many varied project methodologies available, most project managers choose to train and apply more than one method to their project work.

Popular project management methodologies include:

- ✓ Project Management Institute (PMI)® *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*
- ✓ PRINCE2® Project Management
- ✓ Agile Project Management (including Scrum)
- ✓ Lean Process Improvement

Our article, Project Management Methodologies Explained gives you a more detailed look at the different methodologies available and the kind of projects they benefit. [Jump to Article...](#)

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How to Become a Project Manager

You may already be an informal project manager without realising it!

Many of us manage projects on a daily basis. However, to solidify your skills and acquire a trustworthy structure for managing projects, we recommend training. Here are 4 steps to becoming the best project manager you can possibly be:

Step 1: Choose the Right Project Management Course

As with project management methodologies, choosing the right training for your career is a very personal choice. To help you get started, we have listed some of our most popular courses on the following pages.

Step 2: Attend Training and Achieve Certification

Gain project management skills and a confident understanding of the project management framework you choose to learn about.

If you're attending a certified course, you'll either have assessment work or a study period following training.

Step 3: Put Your New Skills into Action

Following training, our number 1 tip is to begin using your newly acquired skills and knowledge as soon as possible. If there are no active projects in your work environment, why not apply the techniques to a project in your personal life?

Step 4: Keep Learning!

Top project managers never stop learning. They are continually reading new articles, attending conferences and seminars, and expanding their abilities with further training and certification.

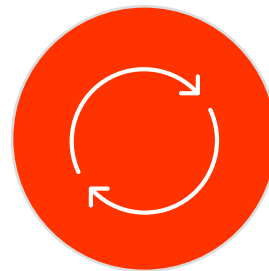
Choosing the Right Course



Certified Project Management Practical Skills + Certification

This 4-day course is an excellent choice for anyone who wants to gain practical project management skills and certification.

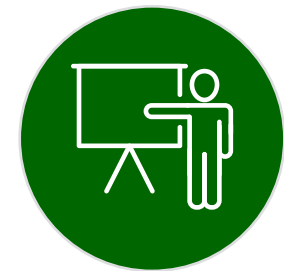
- ✓ No experience needed
- ✓ Certification included

[Learn More](#)

Agile Certified Course Agile Skills + Certification

Agile project management is rapidly growing in popularity. Learn about Agile and get certified with this 3-day course.

- ✓ No experience needed
- ✓ Certification included

[Learn More](#)

Scrum Master Certified (SMC™) Practical Skills + Certification

This 2-day course will teach you how to perform the key project role of Scrum Master and gain international certification.

- ✓ No experience needed
- ✓ Certification included

[Learn More](#)

Choosing the Right Course



Certified Associate in Project Management (CAPM)[®] Exam Preparation

Exam preparation for sitting the respected Project Management Institute (PMI)[®] CAPM[®] exam.

- ✓ No experience needed
- ✓ Exam simulator included

[Learn More](#)



Project Management Professional (PMP)[®] Exam Preparation

This intensive exam preparation course is perfect for experienced project managers who want to achieve the PMP[®] credential.

- ✓ 3+ years of experience needed
- ✓ Exam simulator included

[Learn More](#)



PRINCE2[®] Foundation + Practitioner Exam Prep + Certification

Our focused exam preparation course includes both PRINCE2[®] exams and certifications.

- ✓ No experience needed
- ✓ Certification included

[Learn More](#)

Talk to Us



Talk to Us

You can reach us by phone on Freephone 1800 910 810, or 01 861 0700 (mon - fri, 9.00 - 5.30).

We will always be happy to chat with you about the right path for your Project Management training.

Freephone 1800 910 810



Gain Access to More Resources

You can dive deeper into project management knowledge and tips by accessing our project management and Agile dedicated blogs. Click below to get started...

Project Management Blog

Agile & Scrum Blog



Ask Us A Question Online

If you'd prefer to contact us online, request a phonecall, or to get in touch outside of office hours, using the "Ask A Quick Question" button below is the best option.

We'll respond with the information you need.

Ask A Quick Question

About Us

Professional Development - 30+ Years of Innovation and Excellence

We believe that the key to a thriving and rewarding career is continuous professional development.

For over 30 years, Professional Development has led the way in providing practical, innovative courses leading to relevant and respected certifications.

We specialise in delivering training for core business skills including project management, agile, scrum, lean six sigma, management, communications, sales, and training design and delivery skills.

Our courses are designed to expand your skills, & enhance your career potential

Stay Connected



Our Courses

Our courses are a balanced blend of both theoretical learning and practical application. This focused learning environment optimises the impact of training.



Our Clients

We provide training for Ireland's leading brands, working with companies of all sizes in every industry. We also provide training for non-corporate organisations.



Our Team

Our trainers are chosen for their engaging manner and expertise in a chosen field. They bring a wealth of experience to each programme they deliver.



Our Certifications

In many sectors, international certification is now essential. We provide many options for globally recognised certification in each subject area.

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