

cto

corporate training options

About Us

Our mission at CTO is empowering people through learning that drives lasting growth and organisational success.

With that focus, we provide high-quality, practical training designed to help individuals and organisations build skills, improve performance and adapt to an ever changing business environment.

With experienced trainers and flexible delivery options, CTO provides engaging, results-focused learning designed to strengthen capability and support long-term business success.

*“Hope is NOT a
Development Plan.”*

Project Management

Other Planning & Organisation Courses

- Strategic Planning
- Goals and Goal Setting
- Time Management

Skills that Build Teams that Win

Contact Us

We would love to collaborate with you



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*Our trainers are located all across
Australia.*



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Planning & Organisation: Project Management

The Challenge

Projects fail not because people don't work hard, but because fundamentals are missing - unclear scope, unrealistic timelines, poor communication or inadequate planning. Without project management discipline, even simple projects become chaotic, expensive and late. Effective project management provides the structure and processes that turn plans into delivered results.



What you will Learn

- ✓ Define project scope, objectives and success criteria clearly
- ✓ Develop realistic project plans with appropriate timelines and resources
- ✓ Build effective project teams and assign responsibilities
- ✓ Manage project risks and handle issues proactively
- ✓ Monitor progress and keep projects on track
- ✓ Communicate with stakeholders throughout the project lifecycle
- ✓ Close projects properly and capture lessons learned

Who should Attend

This comprehensive program is designed for anyone responsible for planning, executing or leading projects of any size. Ideal participants include:

- Project managers and coordinators
- Team leaders managing project-based work
- Subject matter experts leading technical projects
- Anyone wanting to deliver projects successfully

Course Delivery

- Online via Microsoft Teams
- Onsite at your Workplace
- Hybrid (combination of both)

Duration

- Full Day Course

Group Sizes

Our prices are based on group sizes and not per person (the more the merrier)

- 1 - 3 trainees
- 4 - 15 trainees
- 16 - 20 trainees

Pre Requisites

None - Open to all

Course Modules

Module 1. Why Projects Fail

- The real reasons projects fail
- The business case: How poor project discipline drives cost, delay and chaos
- Unclear scope, unrealistic timelines and poor communication - the usual suspects
- Why "working hard" can't compensate for inadequate planning

Module 2. Defining Scope and Success Criteria

- Why unclear scope is the root cause of most project problems
- Defining clear project objectives and measurable success criteria
- Setting boundaries - what's in scope, what isn't and why that matters
- Getting early agreement on scope before work begins

Module 3. Building a realistic plan

- Developing project plans with realistic timelines and resourcing
- Why optimism bias quietly wrecks most project schedules
- Sequencing work and identifying dependencies before committing dates
- Building in contingency without losing momentum or accountability

Module 4. Building the Project Team

- Assembling a project team with the right skills and capacity
- Assigning roles and responsibilities so nothing falls through the cracks
- Setting expectations and ways of working from the onset
- Avoiding the ambiguity that causes duplicated or dropped work

Module 5. Managing Risk and Handling Issues

- Identifying project risks before they become problems
- Building a practical approach to risk management not just a register
- Responding to issues proactively rather than reactively
- Distinguishing a risk worth escalating from one worth monitoring

Module 6. Monitoring Progress and Staying on track

- Building a simple system for tracking progress against the plan
- Spotting early warning signs that a project is drifting off track
- Course - correcting without losing stakeholder confidence
- Balancing flexibility with the discipline to hold the plan

Module 7. Communicating with Stakeholders

- Why stakeholder communication needs to run throughout the project not just at milestones
- Tailoring updates to what different stakeholders actually need to know
- Managing expectations when plans change or problems arise
- Building trust through transparent, consistent communication

Module 8. Closing Projects and capturing lessons

- Why projects that are "done" aren't always properly closed
- A framework for formal project closure and handover
- Capturing lessons learned and ensuring they're actually used
- Carrying improvements forward into the next project

Educate, Elevate and Empower -