

# INTRODUCTION TO PROJECT MANAGEMENT

LEARN THE BASIC PRINCIPLES  
REQUIRED FOR MANAGING  
SUCCESSFUL PROJECTS THAT  
DRIVE REAL RESULTS.

## SHORT PROGRAMS

### INTRODUCTION TO PROJECT MANAGEMENT

Equip yourself with the project management basics.

**Program date /**  
Friday 13 March 2020 – 9am to 4pm

**Location /** @313 - Level 1,  
313 Payneham Road, Royston Park

**Who should attend /**  
Officers, Coordinators and Team Leaders

**Investment (Inc GST) /**  
Members \$420 + GST = \$462.00  
Non - Members \$525 + GST = \$577.50

**Register online /**  
[www.lgprofessionalssa.org.au/event-3734105](http://www.lgprofessionalssa.org.au/event-3734105)

**Registrations close /** Friday 28 February 2020

**Scan code to register /**



#### Overview

Project management is a fundamental skill in our modern workforce, as it ensures that what is being delivered is not only right, but that it also delivers against the business opportunity.

This one-day program is designed to cover the basic principles of managing projects to help you plan, control and organise activities to ensure that you are delivering successful projects every time. It is best suited for staff who may be new to managing projects or have not previously undertaken any formal project management training before.

Participants are encouraged to bring along current or future projects to start applying your new knowledge and skills immediately to boost your confidence and drive great results.

#### Key learnings

During this program, participants will cover the following:

- ∴ Introduction to project management – how project management is different to the operating environments.
- ∴ Project Management Principles.
- ∴ Overview of the project management lifecycle – key stages and phases.
- ∴ Learn the important aspects of scope statements – what they are, how to draft them, and why assumptions and constraints are important.
- ∴ Planning-for-success tools and tips on how to execute quickly and effectively- create a schedule that works for you.
- ∴ Stakeholder management and how to coexist in harmony with your stakeholders.
- ∴ Hints and tips on monitoring and controlling projects.
- ∴ Applying the learnings from this session in a practical way – all participants will be asked to bring a long two 'live projects' to work on.



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#### Program Facilitator

##### Lisa Twyford

Lisa Twyford is a highly motivated professional with extensive business improvement and project management experience. As Managing Director and founder of clear decisions™, Lisa delivers business services across a wide range of industries to clients such as Elders, Minter Ellison Lawyers, South Australian Cricket Association (SACA), SA Water, University of South Australia, SA Networks, Asthma Foundation SA and Zoos SA.

Lisa's foresight and commitment to continual improvement inspires her clients to challenge the business status quo and achieve their goals. As a result, she has been recognised with many national and international awards for leadership, excellence and professionalism throughout her career, including a Bronze Stevie Award for Women in Business, the Emerging Leaders Award (Australian Credit Union), Change Connect and a state Finalist in the Telstra Business Women's Awards. At clear decisions™, Lisa works across five key business support areas: strategic planning, business analysis and improvement, change management, project management and training.

Lisa has a passion for business improvement and project management. She has created and implemented a number of corporate-wide project management methods and business improvement projects. Her strong project management skills and exceptional ability to bring together stakeholders, senior management and management teams has been instrumental in a number of project and programs.

Her drive and exceptional project management skills are the key to her success and can help any business to grow, improve and succeed – clear decisions™ commitment to its clients. She is a Certified Practicing Project Manager and Prince2 Practitioner with more than a decade of experience in project management. Lisa's project management skills are also underpinned by her understanding of the complex business environment, gained through her Bachelor of Business/Commerce (Monash University) and Bachelor of Law (University of Adelaide).

#### About Local Government Professionals Australia, SA

Local Government Professionals Australia, SA is a not-for-profit member based association representing professionals working in local government in South Australia. We have the ability to link and connect people from different councils who may not otherwise form relationships or share with each other. Our high quality professional development programs and networking events are uniquely local government – reflective of the culture of the sector and sensitive to the needs of its professionals. The content of our events and programs are informed by our members and people who genuinely care about the sector. We provide a safe and supportive environment in which to grow and learn while creating opportunities to make time away from the office to work on the business or on self. We award and acknowledge achievements of excellence.

#### Developed by the sector, for the sector

All proceeds from our programs are directly reinvested to further develop the local government sector through continued support of professional networks, events and learning and development initiatives for local government professionals.



#### More Information

All program queries can be directed to **Kate Staples, Manager Professional Development and Networks** at [kate@lgprofessionalssa.org.au](mailto:kate@lgprofessionalssa.org.au) or **(08) 8291 7996**.

*This program is open to registrations from LG Professionals, SA members, council employees and employees of regional subsidiaries.*

*A cancellation policy applies. Please view at: [www.lgprofessionalssa.org.au/about-us](http://www.lgprofessionalssa.org.au/about-us)*