



# Project Management

...deliver on time and deliver to cost and specification

Project management is not just about setting up a Gantt chart on your laptop. A successful project should be planned in collaboration not isolation. This programme will show you how projects as diverse as process improvement, client handling or improving customer services, can be successfully completed by combining soft skills with the hard techniques of project management. Discover how to empower and involve your people, overcome common reasons why projects fail and use project management techniques to implement change successfully.

## Content

- Principles of project management
- Business and commercial aspects
- Project planning techniques
- Controlling projects
- Project team management
- Managing change

*"One of the best courses I have ever attended. Very well presented and the pace was excellent. Content understandable and very relevant to the work place. Excellent overall experience."*

Clair Seaman  
Submissions Associate



## Features

- How to apply the 8 key principles of project management
- 12 easy to use tools and techniques to help plan projects
- Practical ways to shorten project durations
- 20 ways to keep projects on track
- How to manage risk and plan for contingency
- Techniques for gaining support and commitment

**Duration:** Two day course

**Venue:** London Gatwick

**Course price:** £695 +VAT 2 day course

## People have previously attended from:

AstraZeneca, QVC, Pfizer, GlaxoSmithKline,  
NatWest, Virgin Atlantic Airways



## Introductory Certificate in Project Management

As more and more companies seek confirmation that individuals working in project management understand the key principles involved and have a good insight and knowledge in this discipline, the certificate provides confirmation of these standards. You can gain the certificate by successfully passing a short, multiple choice examination at the end of the course.

**Certificate price:** £225+VAT



# Project Management

## Day one

### 1. Principles of project management

- Project definitions
- Success and failure
- Lifecycles
- Project reviews
- Organisation
- Roles and responsibilities
- Skillsets
- Leadership
- Principles

### 2. Business and commercial aspects

- Business cases
- Ownership
- Business benefits
- Procurement

### 3. Project planning

- Success factors
- Project management planning
- Scope management
- Breakdown structures
- Scheduling
- Estimating
- Networks and charts
- Resources
- Risk management
- Stakeholder management
- Communication plans
- Quality management
- Project Compression

## Day two

### 4. Controlling projects

- Project control
- Change control
- Project reports
- Handover and closeout

### 5. Project team management

- Project teams
- Teamworking
- Managing a project team

### 6. Managing Change

- Processes of change
- Gaining commitment at all levels
- Supporting change
- Reinforcing effective change