

## Fundamentals of Project Management

### Course Code: FUND-PM

#### Benefits

- Learn the language and principles of project management
- Learn the most important project management skills and techniques
- Gain practical experience of applying these main techniques
- Boost your ability to plan and manage projects
- Get practical advice, tips and insight from an experienced project manager

#### Who Should Attend?

- People with little or no experience of project management
- People who want a quick, practical course on project management
- People who want a fuller introduction than the one-day course can offer
- People who can only attend a two day project management course

#### Objectives

- To learn the skills you need to plan and manage your projects successfully every time

#### Duration

Two Days

#### Course Includes

- Instructor-led tuition from an experienced project manager and trainer.
- Individual and group exercises.
- Delegate pack consisting of: course notes, project management templates, case study and exercises.
- Certificate of training course attendance.
- USB drive containing Project Management resources.
- Lunch, tea and coffee.

**Follow-up Training Courses (recommended)** - PRINCE2® 2009 Foundation & Practitioner

#### Public Courses (2009/10)

	Sep 2009	Oct 2009	Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010	Aug 2010
<b>London</b>	9	7	4	9	13	10	10	14	5	9	7	11
<b>Reading</b>	16	14	11	16	20	17	17	21	12	16	14	18
<b>Edinburgh</b>	23	21	18	23	27	24	24	28	19	23	21	25

**Cost** (All prices are exclusive of VAT @ 15% or 17.5%)

	Standard Fees Per Delegate	September's Special Offer
<b>London</b>	£695 + VAT	£600 + VAT
<b>Reading</b>	£695 + VAT	£600 + VAT
<b>Edinburgh</b>	£695 + VAT	£600 + VAT

**Terms and Conditions** include full and cleared payment prior to the course start date.

**In-house Bespoke Courses** – Call us on +44 (0)870 351 89 56 for an in-house training quotation.

## Course Content: FUND-PM

### **Terminology**

Become familiar with common Project Management terminology.

### **What is project management?**

Learn how projects are managed, as part of a collection of other projects, or as part of a programme of related projects, which may also include business-as-usual activities.

### **How projects differ from business as usual**

A project involves a temporary organization with a project team.

### **What is a project manager?**

A Project Manager plans the overall approach to meet project goals, directs the various resources, takes decisions to keep the project on track and delivers the expected products within time and budget.

### **Planning**

Many projects go wrong due to inadequate planning. To create meaningful, accurate and workable plans is an essential aspect of a Project Manager's role.

### **Terms of Reference**

A vital document created by the Project Manager as the first stage in describing the project.

### **Business case**

Every project must have a valid business case, which defines the benefits the project will deliver to the organisation. This is the main driver for the project, without which the project cannot be justified.

### **Procurement**

The Project Manager must establish a formalised procurement process. By creating precise descriptions or specifications to ensure goods and resources are procured effectively.

### **Stakeholder Analysis**

Learn the importance of identifying and managing stakeholders -those who are actively involved and those who will be affected by the project.

### **Teamwork and Leadership**

The Project Manager has to establish vision and direction, influence and align others to the common purpose, and enable the project to succeed in an uncertain environment.

### **Techniques**

Configuration management, estimation and critical path analysis.

### **Scheduling**

You'll learn to perform effective scheduling using Gantt charts as a key planning technique.

### **Communication and Reporting**

Communication is a prime skill for Project Managers. This involves creating a Communications Plan, sending emails, report writing, managing meetings and giving presentations.

### **Change Management**

Changes made to the project's objectives must be systematically identified, evaluated and referred for a decision before implementation. This requires rigorous Change Control.

### **Risk Management**

Risk management requires a structured approach to allow overall project risks to be understood and managed proactively.

### **Quality Management**

The project must deliver products that are 'fit for purpose', and the purpose of quality management is to ensure this requirement is met, through the proper use of quality management controls.

### **Project Closure and Review**

Once all the products have been delivered, the project is closed in an organized manner.