

Introduction

Recent business trends have extended project management beyond its roots as a niche management discipline and it is now central to the way in which many organisations conduct their business. During this time, a standardised body of knowledge (BoK) in project management has been developed and used to help large-scale projects in all industries.

This course provides a comprehensive overview of the technical, organisational, administrative and interpersonal elements of successful project management. The unique aspects of projects and the role they play in organisational success are defined. The essential aspects of project planning – from risk management to resource allocation to scheduling are detailed. The course also describes the team building, motivational, and conflict management challenges that face project leaders. Also, critical success factors are delineated as well as the major pitfalls to avoid.

Delivery

The course is delivered classroom style using a mix of lectures, practical exercises, team working and hands-on computer based working as appropriate. Emphasis is placed on the interaction between delegates and their discussion of, and contribution to concerns and issues faced in the workplace.

Learning Objectives

By the end of the course, delegates will be able to:

1. Recognise and interpret the agreed objectives for the project.
2. Understand the phases of a project and the roles of a project manager.
3. Carry out a project appraisal and identify that the project will meet its objectives.
4. Identify and assess major and minor risk factors that can affect the achievement of objectives for the project.
5. Understand the contribution of improved project planning and control to the project management performance of a company.
6. Understand Success Factors and Key Performance Indices (KPIs).
7. Effectively simulate assembling and building a team to complete a project.
8. Identify and analyse areas of their own leadership skills that need to be enhanced for effective project management.
9. Specify and understand the implementation process for systematically monitoring and controlling the identified risks.
10. Commence preparation of portfolio evidence and collection of competence.
11. Understand the BoK and be able to prepare for PMI's Certification programme.
12. Have the means to arrange a structured personal and professional development plan put in place.

Duration

The course is five days and begins at 8:30 AM.

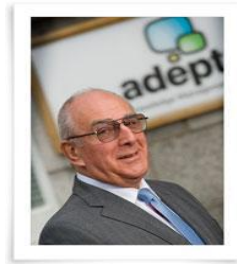
Attendees

In general, the course is aimed at anyone who requires a broader knowledge of the constituent parts of a project and who are moving towards, or already have, responsibility for projects. Specifically this would include those delegates are project engineers, supervisors, lead consultants, project supervisors and leaders who wish to increase their knowledge of the management of projects. It is a major assistance to those professionals who wish to pursue the PMP examination and improve their project performance.

Pre-course

Delegates may have little or no prior knowledge of computing and what they need, they will acquire during practical exercises with prepared cost and planning and other examples.

THE LECTURER



Colin Balchin

The course director is Colin Balchin whose career spans IT, Project Control and Project Management experience with Shell Expro, Britoil, British Steel, PA Consultants, March Consultants and Scopec. He developed a MSc course in project management for Aberdeen University.

The course was especially designed for working managers and engineers. He also developed an elective BSc course in Project Management for the honours undergraduate students in Edinburgh University.

He also developed project management IT strategy and project control requirements, prepared & implemented incentive pay schemes, and managed many projects for different industries.

He is a Member of the Association of Project Managers and the Operations Research Society

OR: Ian Bell, Robin Kay and Dr. Gordon Rankine