

FUNDAMENTALS OF PROJECT MANAGEMENT

Overview	A two-day programme structured as follows: Day 1: One-day project management overview course that will provide candidates with an understanding of the processes, tools and techniques used in project management. The course will include topics such as: <ul style="list-style-type: none">• Identifying projects in a world of business-as-usual.• Creating a life cycle structure for a project.• Laying solid foundations for a project (business case and requirements).• Planning a project.• Getting buy-in for a project.• Allocating work effectively to a team.• Monitoring and controlling a project.• Managing unplanned events (risks, issues and changes).		Day 2: <ul style="list-style-type: none">• A one-day workshop for candidates to be able to apply project management skills to a simulated project scenario.• It will be facilitated by an experienced project manager who will guide candidates through a series of project- related tasks, enabling candidates to gain experience and help embed the learning.
Outcomes	At the end of this module candidates will be able to: <ul style="list-style-type: none">• Describe the key elements of a project lifecycle and how to structure a project• Understand the purpose and contents of a business case• Apply planning techniques to a project scenario		<ul style="list-style-type: none">• Understand how to get buy-in to a project• Create a work package• Understand how to monitor and control project progress• Manage risks, issues and changes
Hours	20 hours: 14 hours classroom and 6 hours pre-course study through Provek provided resources		
How will the module be taught?	A blended delivery model comprising of tutor-led workshop training and simulated workplace application. 6 hours pre-course study must be completed ahead of the course module with guidance and materials provided by Provek. The module is delivered virtually (however later courses may be delivered as face-to-face workshops).		
Delivery Sessions Plan	2 days consecutive tutor-led classroom, as shown in contents of 'Content of Module' section above		
Delivery dates	Options: Nov - 1st-2nd Mon-Tues Virtual Nov - 18th-19th Thu-Fri Virtual Dec -2nd-3rd Thu-Fri Virtual Jan - 10th-11th Mon-Tues Virtual Jan - 17th-18th Mon-Tues Virtual Feb - 1st-2nd Tues-Wed Virtual Feb - 24th-25th Thur-Fri Virtual		
Delivery location	Virtual tutor-led classroom delivery. Later courses may be delivered face-to-face at a West of England location (to be confirmed).		
Course Leader and experience	Mike Warren, Training Delivery Director Experience: Mike is a professionally qualified project manager with over 20 years' experience in the manufacturing, nuclear, offshore and defence sectors. Recently, Mike was also the lead question developer for the chartered professional body Association for Project Management (APM) Project Management Qualification (PMQ) BoK7 exam.		