

Project and Programme Management

COURSE CODE: PRM 9001



COURSE OVERVIEW

Failure to manage projects can be costly on both your time and your bottom line. This course provides you with strategies, tools and practical techniques to manage public and private sector courses and projects. The methods used are highly flexible and wide-ranging in order to meet the needs across the project and course spectrum, from relatively simple performance improvement projects through to complex multi-million pound national capacity-building courses.

At the end of the course, you will be able to:

- ✓ Conceptualise, define, appraise, plan, implement and successfully conclude courses and projects
- ✓ Provide effective management techniques for course and project teams
- ✓ Supervise, monitor and evaluate a diversity of courses and projects
- ✓ Apply best practice and avoid common pitfalls in course and project management

COURSE OUTLINE

- How to initiate and scope projects, aligning them to strategic organisational and course goals
- How to manage single and multiple streams
- Project appraisal: how to forecast requirements, source funds and effectively manage finances and ensure transparency and accountability
- Select and apply relevant methods and techniques of effective project planning, scheduling, supplier management, logistics and control including PRINCE 2 and Project Gateway methodology
- Overview of web based applications and native project management software
- Use Microsoft Project to create and configure the required outputs and track the progress of the project plan
- Conduct feasibility studies, assess and manage risks

WHO SHOULD ENROL?

All project managers as well as executives, directors, senior management and team leaders from government departments and regulatory agencies, multinational donor agencies, central banks, commercial banks and private companies.

COURSE STRUCTURE

Delegates will attend this 1 week course between 09:00 and 17:00 daily. London, UK

BENEFITS OF ATTENDING