

Practical Tools and Techniques for Successful Project Management

2 Day Course

Course Summary

The OGC highlighted one of the top reasons for project failure is poorly trained project managers. So many people undertake roles within project management without being equipped with all the practical formal skills. Others struggle to apply content from PRINCE2, APM or PMI courses that are not focused on providing real world practical value.

This unique course is designed to arm you with best-in-class project management tools and techniques. You will learn and apply these techniques as part of the course using your own real world project examples. Successful project management is about applying the right approach for each situation. This course will arm you with the right approach.

You will also be provided with the Wellingtone Toolkit, giving you a full range of practical tools, forms and templates you can use and apply in your own projects. This even includes our own Microsoft Excel based Gantt chart planning tool.

Wellingtone have been running project management courses for organisations for many years. You can benefit from this extensive training expertise with a completely unique & refreshing course designed to give you the edge.

Content

- What is Good Project Management?
- The Organisation & the Project Team
- Define Your Project Lifecycle
- Techniques for Developing Your Schedule
- Practical Project Planning & Developing a Deliverable Based Plan
- Using Deliverable Definition Sheets
- The RACI Matrix
- Practical Cost & Contingency Management
- The PRAM Guide to Risk Management
- Practical Change Control Management
- Stakeholder Management Techniques
- Team Development & Leadership Techniques
- What Makes a Good Project Manager?
- Your Project Management Toolkit

Aimed At

This course is aimed at all project managers and project staff who need to be armed with practical techniques to successfully manage or coordinate projects on a day to day basis.

This course covers a great deal of material with a positive, interactive and informal approach. You will receive a Certificate on completion of the course. We also provide the opportunity to sit the 1 hour course exam at the end of day 2 (this is optional). Candidates who are successful in the exam will receive a Course Commendation or Distinction in addition to the Course Certificate.

Course Includes



** CV & career advice is applicable for those who are funding the course themselves. Those being funded by their employer are not eligible for career and CV advice.*

What is the Wellington Toolkit?

The Wellington PM Toolkit provides a complete set of project management forms, templates and tools. Developed, used and refined by our Project Management consultants over the last twelve years, all our public course attendees exclusively benefit from this library of intellectual property. The MS Office based Toolkit is simple to use and provides everything you need to successfully run your projects.

Examples of content include; Stakeholder Mapping Grid, Risk Log, Risk Form, Deliverable Definition Sheet, Project Brief Template, RACI Matrix, Change Control Form, Contingency Histogram, Monthly Highlight Report Template, and even our clever Microsoft Excel based Gantt chart planning tool.

How Do I Book This Course?

This public course is run on a regular basis for up to a maximum of 8 participants. Course fee is £ 475 per person. Please see our web site for upcoming dates & locations. Alternatively, for further information and to reserve your place on this course please contact **Nicky Bowring**.

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