

Introduction to Project Management

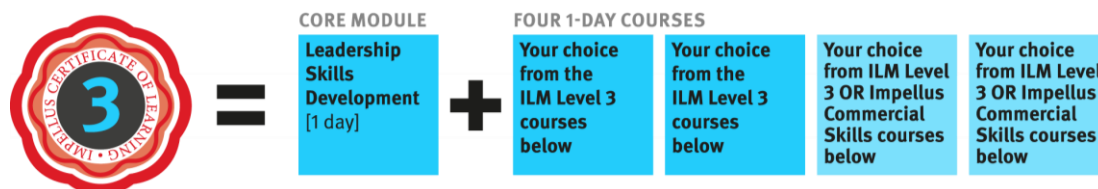
AN IMPELLUS COMMERCIAL SKILLS COURSE

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This is an essential course for managers who need to plan and execute complex operations during which team members and stakeholders need to be organised and kept informed. The programme helps managers to plan activities and resources around the project scope and understand how to estimate and track the project costs to deliver viable projects efficiently.

For all dates and venues, see [here](#) or call **0800 619 1230**

This course can be taken individually or as an optional module for an Impellus Certificate of Learning at Level 3.



Optional ILM courses: Coaching Skills for Managers, Delegation and Time Efficiency, Developing Winning Teams, Effective Communication Skills, Managing and Appraising Performance, Managing Change and Innovation.

Optional Commercial Skills courses: Finance for Non-Financial Professionals, Presentation Skills & Techniques.

9:00 – 9:30	Delegate registration, refreshments, networking opportunity	
9:30 – 9:50	Welcome, overview and introduction to the programme	
9:50 – 11:15	<ul style="list-style-type: none">• Definitions of a project• Exploring project types and their impact	<ul style="list-style-type: none">• Identifying the three levels of project complexity• Developing meaningful project scopes
<i>The beginning of the day starts with an essential definition of a project and exploring the types of project within organisations. From there time is spent exploring the Structural, Emergent and Socio-Political complexities of projects and how a project manager is key to success. Delegates then spend time applying the session learning to their own projects to create a project scope.</i>		
11:15 – 11:30	Break and networking opportunity	
11:30 – 13:00	<ul style="list-style-type: none">• Managing structural complexity• The four stages of a project	<ul style="list-style-type: none">• Using Work Breakdown Structures• Organisation Breakdown Structure and project responsibilities
<i>The session starts by focusing on how project managers address structural complexity by applying the four stages of a project to a challenging case study. Within this, participants explore three of the key project planning techniques needed to identify the activities, responsibilities, stakeholders and resources required to complete their own projects.</i>		
13:00 – 14:00	Lunch	
14:00 – 15:15	<ul style="list-style-type: none">• Applying time to a project• PERT Diagrams and Critical Path analysis	<ul style="list-style-type: none">• Generating Gantt charts to track Planned and Actual progress
<i>During this session participants identify two time-based project tools; first is applying critical path analysis to establish activity dependencies and project length, second is transferring this knowledge to the 'real time' planning tool Gantt Chart. Participants then explore how to track actual progress during a project to assess ongoing viability.</i>		
15:15 – 15:30	Break and networking opportunity	
15:30 – 16:30	<ul style="list-style-type: none">• Evaluating project costs and budgets• Analysing and mitigating risk	<ul style="list-style-type: none">• Closing down a project• Bringing it all together and action planning
<i>The final part of the day takes the participants through the essential project management skill of evaluating and tracking the costs of a project. Following this, the impact of risks and contingencies are discussed before understanding how to professionally bring a project to close. To conclude the day the participants write up their own personal development plan.</i>		

All Impellus courses are designed to be enjoyable and highly informative. Delegates are given a welcoming and comfortable environment in which to reflect, challenge and learn. The focus is on being able to bring new skills and thinking back into the workplace.