

## Project Boot Camp

### AUDIENCE

The course is intended for personnel who have, or will have, a responsibility for the planning and control of projects. The course will also serve as a useful refresher for those who have been in a project leading role for some time and wish to be brought up to date with current thinking on this subject.

### SUMMARY

This intensive five-day residential course is designed with a blend of tutorials, syndicate discussions, carefully selected exercises and real work projects, which assist in reinforcing the theoretical elements of the course.

A key benefit of the course is the use of real work related projects that may have been suggested by the company or introduced by the participants as part of pre-course preparatory work.

During the introductory session participants will be invited to vote on the list of 'potential projects' thought to be of benefit to their organisation. Project teams will be formed, and work will be undertaken to develop a business case. On the afternoon of day five their business case will be presented to a member(s) of the senior management team for acceptance.

The course covers the essential ingredients of project planning and control and will equip those attending with both the skills and confidence to apply immediately the lessons taught.

Effective project planning requires two elements: **Project Management**, which concerns itself with process and **Project Leadership**, which deals with the human relationship side of projects. This course covers both aspects.

The Training Company will incorporate any company specific lifecycle or proprietary project tracking and reporting software into the course should they exist.

### COURSE AIMS

By the end of the course the participants will:

- *Be able to successfully initiate and close a project.*
- *Understand the mechanics of reducing project risk both at the beginning and throughout the life of the project.*
- *Be able to plan their project using network and resource scheduling techniques.*
- *Understand the key responsibilities and qualities of a professional project leader.*
- *Recognize the importance of regular quality control checks.*
- *Appreciate the need to communicate project status accurately and have a framework within which to do so.*
- *Understand the popular methods used by companies when undertaking a financial evaluation of a project's worth.*

## COURSE SESSIONS

- *Why Projects Fail*
- *Planning & Control*
- *Estimating Techniques*
- *Financial Evaluation*
- *The Project Leaders Role*
- *Team Motivation & Control*
- *Networks and Resource Scheduling*
- *Quality Assurance*
- *Team Development*
- *Communicating Project Status*
- *Effective Communication*
- *Project Completion Procedures*
- *Action Planning & Next Steps*

**A full and detailed syllabus is available. Simply email us or visit our website to request further information. Alternatively call us on the number below.**

