



## Project Management PM3 training day

This is from the **In-A Day™** series of training courses delivered by Ed and other **Bridgers** for groups and individuals. The **In-A Day** series is designed to help people without previous formal training to grasp the underlying strategy and to take away an actionable plan and process to achieve key business deliverables safely and professionally. These courses are intended to challenge average to good candidates and deliver maximum value for the investment by covering ground that might be spread over a much longer period in other circumstances, but are nevertheless proven to deliver value for average candidates who start their task soon afterwards and utilise the free support service.

### Who is the training for?

The course is suitable for experienced managers in any business with a good grasp of business and people management but looking to acquire a more formal approach to Project management. It is also ideal for the senior stakeholder who doesn't do project management but wants to understand better what his people are doing and why in order to support them better and make more positive contributions to project management.

### Does it cover Prince 2 or PMP curriculum?

The course can not hope to cover all the ground for a Prince 2 or PMI qualification in a single day, nevertheless, experienced managers with common sense will normally take away at least as much from this course as they will from a week long Prince 2 or PMI course and if they later decide to pursue either of these routes, they will find they are well placed to deal with the extra material.

### How does this course compare to Prince 2 or PMI

The course is compiled and delivered by professionals who have completed these formal courses in the past as well as agile and other approaches. PM3 condenses the material from these courses into an easily digestible format that can be auctioned immediately to start delivering better outcomes. Everyone who passes an examination proceeds to forget a large portion of that material and retain the key critical parts that make a significant difference. Look upon this course as bypassing this process to take you straight to the critically important material and focusing all your efforts on it. It is therefore a subset of all the material that makes up the other two, but the very important difference is this;

It is taught with the intention of improving your performance immediately, not for the purpose of simply passing a written examination. Few people leave a formal PM training course and begin to see benefits immediately, in the majority come away confused by the volume of redundant

information and struggling to apply some salient bits to a real life project in a way that will add value without weighing it down with administration tasks. It takes many months or years to reach a point where the surplus has been discarded and usable adaptation has been put in place. PM3 cuts through these difficulties for busy executives and gives you a platform to build in with benefits from day one.

## Prerequisites

- Good written and verbal english and experience of working in a management position within an organisation, specifically it is useful to be experienced in supervising other people.
- Basic consulting skills, or ideally have recently completed the **In-A Day™** course entitled "Business Requirements Approach", or similar material, or a good basic business qualification.
- Good people skills.
- Basic skills with any Project management tool that can build schedules and gantt charts, ideally MS Project

It is recommended that this is taken immediately before beginning on a Project, in order that the material learned is immediately driven home by real world experience

## Benefits

- At the end of this course, the candidate will have understood the critical success factors that are universal to projects everywhere and the principals of stakeholder management
- Have gained a good understanding of project estimating and planning techniques
- The candidate will have a sound template for running and recording project meetings and writing regular project reports
- The candidate will understand how to investigate, record and manage assumptions, Risks and Issues.
- The candidate will take away a course pack containing templates, notes and case studies.
- The candidate will be entitled to up to one hour of telephone or email based support after the training course has ended.

## Course syllabus

- Projects what are they and why do it?.
  - The dynamics of a project and it's stakeholders compared to day to day business.
  - The emphasis on openness and no blame culture
- Basics of estimating and planning a project

- Project startup and the charter
- The planning workshop
- Group think and the power of many heads
  
- Risk management
  - Defining risks and issues.
  - Monitoring assumptions
  - Managing risks and the power of plan B
  
- Communication
  - Work packages
  - Project meetings do's and don'ts
  - Project reporting
  - Managing slippage
  
- Lessons learned
  - How to ensure a learning and improving culture through closing a project properly.

### **What do I get on the day?**

On the day you will receive a carefully targeted syllabus designed to give you the tools you need to complete the task described.

You will become familiar with various project management templates including a Project charter, Project plan, Project schedule, risk and issues logs, RAG reports

You will take part in interactive exercises to help underpin the theory~

You will receive a course pack including electronic templates, notes and case studies and online resources.

You will gain access to one hour of free telephone or email support

You will receive a **In-A Day™ PM3** certificate of training

### **What does it Cost?**

For one to five people attending, the cost is £1,780 plus travel expenses if outside of UK.

You are expected to provide a suitable room for the day with a whiteboard and projector.

To find out more contact [enquiries@thebridger.co.uk](mailto:enquiries@thebridger.co.uk)

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