



PM3 Overview 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, supervising people and basic budgeting, who are about to embark on Project Management of a product, business change or systems implementation. It is ideal that the entire team including senior project sponsors take part prior to starting the project.

Prerequisites

- Good written and verbal English and experience of working at a middle to senior management level within an organisation.
- Basic consulting skills, or ideally have recently completed the **In-A Day™** course entitled "Business Briefing", or similar material, or a good basic business qualification.
- Ability to facilitate group activities in a workshop environment.
- A collaborative approach to decision making and strong delegation capabilities.
- Basic skills with MS Project and MS Word

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

Benefits

- At the end of this course, the candidate will have understood the challenges and the critical success factors attributed to the task of beginning, planning, managing and completing a Project.
- The candidate will understand the necessary structures and framework of a successful project and be able to complete and sign off a Project charter and maintain stakeholder engagement.
- The candidate will be able to break a deliverable into packages and create a work breakdown structure and will understand the principals of quality assurance in product terms.
- The candidate will have learned the basics of planning, estimating and calculating slack and be able to reduce a basic Gantt chart using MS Project.
- The candidate will leave with course notes and basic document templates to help him/her proceed with the task and a number of example documents to refer back to.
- The candidate will be entitled to up to one hour of telephone or email based support after the training course has ended.

Course syllabus

- Why bother with projects?
 - Why all projects have certain things in common and why they are important
 - The emphasis on transparency to stakeholders and a no blame culture
- The charter
 - How to agree and document a workable structure for management and reporting
 - Identifying the right stakeholders and communicating with them
 - Discovering a shared vision
- The work breakdown structure and schedule
 - Logically breaking down packages to the optimum level
 - Building a related schedule
 - Understanding dependencies and calculating critical path
- Defining a Quality assurance plan
 - Agree the approach to Project Assurance
 - Agree the project testing and assurance approach
- Monitoring, reporting and managing exceptions
 - Project meetings and project board meetings

- RAG reports and managing risks
- Managing acceptance and closure of tasks and the project

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 gain basic skills needed to form a project and manage it successfully.

You will become familiar with basic project management documents.

You will gain an appreciation of project structures and components.

You will take part in a mock planning session.

You will learn to handle Project meetings.

You will learn to do Risk management effectively.

You will gain an appreciation of the role of Quality Assurance in project success.

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

You will receive a **In-A Day™ PM3 management foundation** 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

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