

Project Management with Pitman Training

Good project management skills are always highly valued within a business as they ensure deadlines are met, costs are controlled and the deliverables are right first time. So with Pitman Training Project Management, your skills will be highly in demand.

Split into four highly engaging parts, the course takes you through the full life cycle of a project in terms of defining what it is, planning every aspect to ensure you deliver on quality, timescales and budget, before finally implementing and completing the project. The last part involves evaluating how the project went – ensuring you can learn from every project and refine your processes.

On completion of this course, you will receive a Pitman Training Course Completion certificate*. Your new found project management skills will be ideal when working within an IT department or related industry as you'll learn how to manage complex technical processes with many different resources within a business. What's more, project management skills are highly transferable, enabling you to work within many different industries.

Designed for

This course is ideal for anyone in a management position or those wishing to boost their career prospects.

Aims and Objectives

To gain a basic understanding of the concepts, processes, rules, and procedures to be an effective project manager, including an introduction to the project management life cycle, understanding project scope and project scheduling, and identifying what makes a good team.

Prerequisites

Experience working with teams, either in a professional or voluntary capacity.

Course Content

Getting Started with Project Management - Backstage Operational Tasks/Projects, Creating Projects.

Understanding Project Scope - Scope Statement, The Constraints, Triangle, Project Assumptions, Project Objectives .

Understanding the Project Schedule - Work Breakdown Structure, Decomposition, Creating a WBS.

Team Management - Human Resources, Project Team, Team Acquisition Process, Team Building and Incentives, Team Members.

Communicating with Others - Communication, Communication Plan.

Risk Analysis - Risk, Risk Over Time, Identifying Risks to a Project.

Project Execution - Executing a Project, Kick-Off Meetings, Begin Project Work, The Product Execution Process.

Closing a Project - Closeout Items, Close the Project, Steps to Closing a Project, Final Report.

Benefits

- **The flexibility and value of a self-study course designed to enable you to work at your own pace**
- **The opportunity to gain the widely recognised Pitman Training Certificate**

Course duration: 2 hours

* Please note that exams will need to be booked and paid for separately

The CPD Standards Office
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2014 - 2016
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Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

City of London: 020 7256 6668 **Oxford Circus: 020 7580 1651**

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- ▶ Microsoft Skills ▶ MOS & ECDL ▶ Sage ▶ IT Professional ▶ Keyboard Skills ▶ Management Skills
- ▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts