



STRATSURE
Skills • Focus • Delivery

Introduction

The Project Management for Non-Project Managers course teaches the key project management concepts to the professionals who are not project managers by job role but are required to play a role in a project for their organization. The course will assist the candidates to gain project management knowledge along with the specialist knowledge which they already have and resultantly enable the candidates to understand and contribute to the success of the project in which they find themselves.

Course details / objectives

- Preview – made aware of every-day situations where a project approach can assist with delivering successfully
- Project management foundations – understanding the differences between projects and programmes. The two main types of project delivery are discussed.
- Project life cycle – a multiple stage life cycle is compared with the processes that are followed during planning and delivery
- Roles in the project management team – for successful planning and delivery, various roles should be played, normally by various people. They need to operate as a team to ensure efficient completion.
- How the definition process works – before setting about delivery of the project, a solid foundation is established that includes justifiable reasons to invest in the change
- Planning a project – when planning the delivery of the project the activities, resources, estimates and timescales should be agreed
- How the delivery process works – once the stage plan is agreed, delivery must be controlled. The project manager ensures delivery takes place within agreed parameters
- How the development process works – in this process the products for the stage are built and quality signed off
- How the boundaries process works – between stages, a review is held with the sponsor and the next stage planned
- How the sponsorship process works – this role is the most senior accountable role in the team. This role provides leadership and makes the key decisions in the project
- Closing a project – when all the deliverables for the project have been signed off, an organised closure ensures that the project can be disbanded.

Who should attend?

- Anyone wishing to acquire fundamental skills in project management

Project management essentials

- Anyone who has been asked to play a role in a project and wants to play that role really well
- Anyone wishing to understand the best global practices for project management
- Anyone seeking a new career opportunity that offers great opportunities
- You can enhance your value to an organisation through obtaining these valuable skills
- Managers interested in learning about Project Management
- Those wanting to gain a full understanding of the programme and project terminology used

The standard package inclusions

Delegates will receive a workbook that includes lesson notes on each of the 10 units covered (printed in colour) and an A3 memory map. The workbook includes various project scenarios. The main scenario will be used to discuss the implications of each of the 10 guidance units covered. At the end of each unit a group of four multiple answer questions will be used to ensure that understanding is entrenched. For classroom-based courses, refreshments and a light luncheon are also included.

Duration and Delivery

This is a two-day instructor-led classroom course. The presentation will be inter-active with course delegates using the various project scenarios included.

Evening work and exam preparation

Delegates should plan to spend time reviewing the day's work (after the first day) and preparing for the final test at the end of the second day.

Pre-course work

No pre-course work will be required except to ensure that your course attendance will not be interrupted by operational demands.

Prerequisites

There are no prerequisites for participants wishing to attend. It is recommended that delegates have a sound understanding of how a business operates.

Examination

At the end of the course a 30-question multiple answer question batch will be provided to delegates to confirm their comprehension of the subject matter covered during the two days. The pass mark is 50%.