

part of the Inspirandum

project  
management  
training portfolio

# practical project management

a two to five day event  
(available in modules)



*Project qualifications have a place, but at the end of the day, project management is about delivery, not theory. This powerful course focuses clearly on the practical side - proven, useful approaches and techniques to get the job done. It is suitable for project and team managers and project support staff. More than half the course is hands-on practical work to immediately apply what is being learned, and it can use your own live projects as examples.*

NICK GRAHAM - DIRECTOR OF INSPIRANDUM LTD

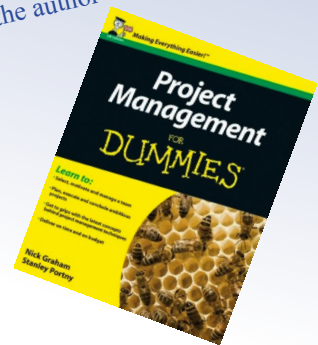
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in the United Kingdom and other countries

course  
brief

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from the author of ...



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## an outline

As the title suggests, this event is very practical and covers the key areas in project management including both 'hard skills' like planning and 'soft skills' such as team management. The course is fast moving, comprehensive and extremely practical with more than 50% of course time being devoted to exercises and case study to put new knowledge and skills into immediate use.

The course is available as a four day event, but this can be delivered in two modules of two days each if it is difficult to get staff out of the office for four consecutive days. Then there is an optional fifth day to cover more advanced planning issues, a project method like PRINCE2® or your own company procedures for projects. The fifth day can be run with or without Inspirandum's input.

The course is designed to be of real practical help to new Project and Team Managers and project support staff, but it is also helpful for experienced project staff who want to catch up on best practice and the latest planning techniques.

While the course is not built around any particular method, it is carefully engineered so as not to conflict with the PRINCE2® method which is in very widespread use.

## the audience

The course is aimed at two groups and will benefit both. The first is people who are new to project planning and project management and want to learn a good approach from the beginning. The second group is project managers with some experience who want to 'fill in the gaps' and get up to date with the latest techniques.

Inspirandum's clear delivery style makes this event effective where those attending have English as a second language. We work worldwide.



## delivery

The course is designed for 'in company' delivery so that discussion and even the case study projects can be geared to your organisation and live or impending projects. The projects can be substantial ones, and indeed complexity can be a real advantage since those attending will see that the techniques work, and work well, in such real life settings.

The event takes four full days and is best run residentially so that delegates can work on their case study projects in the evening. There is an optional fifth day to add more advanced material, outline a method such as PRINCE2® or cover your own organisational procedures. The main four day event can be split into two modules of two days each if it is difficult to get staff out of the office for four consecutive days. The two modules are then usually delivered on two successive weeks as a longer gap can break continuity and undermine the power of the learning experience. The event can be run in your own conference or training facility or at a commercial conference venue.

This course can be integrated with your ongoing development programme for project managers and project staff and be built into your regular training schedule.

## about Inspirandum

Inspirandum is a small company dedicated to highly professional training and consultancy on approaches and methods known to work and work well. In the field of project management, the company offers generic training and also specialises in the PRINCE2 project method.

Most companies talk of delivering excellence. In Inspirandum, repeated feedback from customers show that we constantly deliver it and a large proportion of our work is repeat business. Our customers include a very wide variety of public and private organisations from Government bodies through very large multi-national companies right down to small business.

**If you are interested in the PRINCE2 method and making it work well, do please ask about our comprehensive range of accredited courses**

*"The first time I've come away from a course thinking I can really do something with this"*

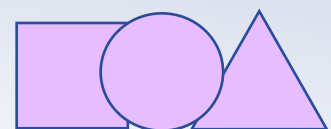
*"The materials, and more importantly the course instructor, BRILLIANT"*

*"Excellent"*



Fun and learning combined. Delegates involved in a practical exercise which is in two parts.

Team performance usually improves dramatically in the second part as a result of applying lessons from the first part.



This powerful material can be delivered in different formats, for example to fit in with your training programme for ongoing project staff

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## course content summary

### Part 1 - Projects, planning and risk

#### *Why project management?*

What goes wrong with projects?  
How many problems are avoidable?  
Being clear on objectives and scope  
Why not everything is a project  
The project from idea to delivery  
The importance of moving promptly -  
project benefits, not just costs

#### *Project planning*

No plan, no control  
The problems with an activity focus  
Real power with planning starting  
with on products - deliverables  
Ongoing monitoring and re-planning  
Product planning techniques  
Activity planning techniques  
Resource levelling

#### *Change Control*

The 'boiled frog' and scope creep  
Why you need change control  
Setting up effective change control  
The 'four dogs' model  
Change Vs off specification  
Controlling the versions and why  
it can be expensive if you don't

#### *Risk management*

The need to control risk  
Upside and downside risk  
The problem of probability -  
'the Achilles heel of risk management'  
A risk cycle to think about control  
The risk budget, and its practicalities

#### *Quality management*

The vital third dimension, not garbage  
delivered to time and cost  
'Appropriate' quality levels - not  
every project is safety critical  
Getting specific - lock-in to products  
Making sure quality is delivered

### Part 2 - Justification and control

#### *Justification, Business Case*

Writing an effective Business Case  
Thinking through the format  
Different types of justification  
The myth of the 'do nothing' option  
The three types of benefits and a  
Financial Director's viewpoint  
Benefits realisation, how and when  
Avoiding benefits contamination  
Business case techniques

#### *Management and teamwork*

What makes a good manager good,  
and a bad manager bad?  
Management styles and the very real  
impact on teams and performance  
Why teams work well or badly  
Team management techniques

#### *Financial planning and control*

Project budgets and understanding  
the reasons behind variance  
The 3 project budget areas and the  
key differences between them  
Financial management techniques

#### *Roles and responsibilities and project structure*

Project organisation structures  
Supervision without interference  
Successful project administration

#### *Progress control*

Powerful, specific progress control  
Simple formats including 'dashboard'  
Meetings vs exception management

### Part 3 - Advanced project issues

Estimating  
Contracts and suppliers (overview)  
Advanced planning issues  
Additional risk techniques

**"Superb"**

**"Excellent presenter ...  
obviously close to real  
business"**

**"I never saw such a  
dynamic trainer"**

**"Really geared towards  
practical application"**



Course materials include the  
*Project Techniques Toolbox* from  
Inspirandum.

More than 50 project techniques  
are carefully explained with full  
colour diagrams throughout, so a  
great reference for use after the  
course

It's around £25 on Amazon, but it  
is included with the delegate  
materials pack on this course,  
making the event even greater  
value for money

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## costs

Costs are in 3 areas. These are tuition, tutor expenses and course materials. Tuition is by a professional Inspirandum tutor who is an experienced project manager and can explain the content with practical understanding. This cost is at a daily rate. The tutor's expenses are at cost, with car mileage at the published UK Inland Revenue rate, any accommodation at 3 star standard or above and any air travel at business class or above. Materials costs are then charged for each person attending. This means you can add extra people to the course for just the cost of the materials

## further information and booking

For any further information about this course, please contact us and we will be more than happy to answer your questions and talk through specific requirements..

To book, again please contact us. We will be pleased to discuss detailed pricing and suitable dates.