

part of the Inspirandum

project  
management  
training portfolio

# an introduction to project management

one to two day event



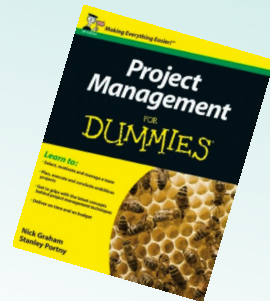
*Increasingly, project management has become important in day-to-day business management. All managers will find the skills and techniques covered in this course really practical and useful, whether they plan to stay in business management or to move on into a specialised project management role.*

NICK GRAHAM - DIRECTOR OF INSPIRANDUM LTD

course  
brief

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Practical, easy-to-understand project training from the author of the UK edition of Project Management for Dummies

 **Inspirandum**  
INSPIRING EXCELLENCE

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## an outline

This course covers key information and skills needed when setting up and running a project. It gives some detail on the characteristics and structure of a project before going into detail on three important areas of planning, control and risk management. It also has an overview of quality management.

The event is very practical. Because Inspirandum trainers are also practising project consultants, there is also plenty of opportunity to get advice on real project issues - and this can be done outside the course sessions if that would be helpful.

The course is one day, but can be extended to two days to allow time for practical work to really get to grips with the techniques. The longer time in the two day even also allows work on live projects, bringing a workshop element into the event.

## the audience

The course is aimed primarily at those who are new to projects, but more experienced staff may also find it helpful to 'brush up' on key project areas or where they have learned from experience and may have some gaps in the subject areas. Because of the nature of the course with discussion, both those new to projects and those with more experience will find that they have things that they can learn from others and also insights they can pass on.

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 is relevant to the organisation and so the event provides a 'shared experience'. This provides a common base of understanding from which the staff involved can continue with mutual support and learning as they run projects.

The course can be followed by further modules if required to provide deeper understanding of the subject areas and to take in other areas of project management and more techniques. This can build up to finally cover the full range of the Successful Project Management course and even beyond that if more specialised modules on things like risk management and the development of a business case would be helpful.

Inspirandum courses are deliberately built in a modular way, so we are able to meet your training requirements quickly and usually with very little or no development overhead. The ease of tailoring of courses in this way means that there is rarely any charge for this.

The course uses a highly graphical presentation using a laptop computer and data projector - not many 'bullet point lists' here!

## 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 PRINCE2™ project management 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 international companies right down to small business.

*"Very professionally presented"*

COMMUNICATIONS MANAGER  
INTRO TO PM COURSE.



*"Very good - informative, yet fun."*

FINANCE MANAGER  
INTRO TO PM COURSE.



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## course content

Why Project Management?  
What can go wrong with (other people's) projects?  
Being clear on objectives  
Key points of project definition.

### Structure and organisation

Who should be involved  
Project Structure  
The need for an 'audit' function  
Project roles and accountability

### Product led planning

#### Techniques

Product Breakdown Structures  
Product Descriptions  
Product Flow Diagrams  
Product Checklist

### Activity planning

#### Techniques

Getting from products to activities  
Activity networks  
Critical Path Analysis  
Gantt Chart  
Resource Levelling

### Project control

Progress monitoring and milestones  
Progress reporting  
Maintaining focus on delivery  
Controlling change  
The 'four dogs' in change control

#### Techniques

Product Checklists revisited  
Exception Management  
Earned Value Analysis overview

### Risk management

'Management' not 'avoidance'  
Options for risk management  
Determining impact scale  
Problems with probability

#### Techniques

Risk element diagrams  
The Risk Matrix  
Risk Checklist

### Delivering quality

Problems and costs of poor quality  
The vital 'third dimension'  
Quality control and assurance

*"Good balance between the technical content and real life examples.."*

RESEARCH ASSISTANT  
INTRO TO PM COURSE.

## 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. We can provide a total fixed cost for the event with a stated maximum of delegates if this is preferable for budgeting.



## further information and booking

For any further information about this course, please do 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 possible dates.

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