

# A Practical Introduction to Project Management

## 1 Day Course

### Course Summary

The OGC highlighted one of the top reasons for project failure is poorly trained project managers & staff. Many people undertake roles within project management without being equipped with formal subject knowledge and skills. Others struggle to apply content from PRINCE2 courses that are not focused on providing real world practical value.

This unique course is designed to introduce you to the formal processes and techniques of best practice project management. Covering key elements of the discipline this course is packed full of practical advice for those looking to improve their knowledge or undertake a project role.

You will also be provided with the Wellingtone Toolkit, giving you a full range of practical tools, forms and templates you can use and apply in your own projects. This even includes our own Microsoft Excel based Gantt chart planning tool.

Wellingtone have been running project management courses for organisations for many years. You can benefit from this extensive training expertise with a completely unique & refreshing course designed to give you a practical and useful introduction to project management.

### Content

- What is Good Project Management?
- The Project Team
- The Project Lifecycle
- Developing Your Schedule & Planning Methods
- Defining Roles & Responsibilities Using The RACI Matrix
- The PRAM Guide to Risk Management
- Change Control & Contingency Management
- Stakeholder Management
- Project Reporting
- What Makes a Good Project Manager?
- Introducing Your Wellingtone Project Management Toolkit

### Aimed At

This course is aimed at anyone who is looking to gain an understanding of formal project management. The practical and interactive nature of our training style will introduce you to real techniques and tools you can apply on your projects.

This course is packed with content selected by our experts to ensure you gain the maximum value from your investment of time. You will receive a Certificate on completion of the course.

## Course Includes



*\* CV & career advice is applicable for those who are funding the course themselves. Those being funded by their employer are not eligible for career and CV advice.*

## What is the Wellington Toolkit?

The Wellington Toolkit is a Microsoft Excel and Microsoft Word based set of forms, templates and tools used and refined by our Project Management consultants over the last twelve years. All of this intellectual property is exclusively available to our public course attendees.

Examples of the content include; Stakeholder Mapping Grid, Risk Log, Risk Form, Deliverable Definition Sheet, Project Brief Template, RACI Matrix, Change Control Form, Contingency Histogram, Monthly Highlight Report Template, and even our clever MS Excel based Gantt chart planning tool.

## How Do I Book This Course?

This public course is run on a regular basis for up to a maximum of 8 participants. Course fee is £295 per person. Please see our web site for upcoming dates & locations. Alternatively, for further information and to reserve your place on this course please contact **Nicky Bowring**.

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