



Project Management Training

Wellingtone
Project Management



Public Training Courses:
Introducing Our Practical Project Management & Microsoft
Project Training

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[main corporate site]

What Do Our Clients Say About Our Training?

“He really listened to what we needed to achieve and designed a busy day to do just that. It was definitely money and time well spent”

Finance Manager, Public Sector Client

“Very well explained making all topics easy to understand. Great toolkit which will be well utilised. Thank you ”

Business Development Manager, Fuji Film UK Ltd

“Excellent course, so much more useful than the PRINCE2 training we did ”

Project Manager, Leading IT Organisation

“Thought the presentation of learning materials and additional support, i.e. Excel Toolkit, was excellent ”

IT Manager, Public Sector Client

“The day was delivered excellently. I would have no hesitation in recommending the training company to other partners and organisations...”

Chief Executive, Public Sector Client

Introducing Our Public Courses

Our unique public project management courses are designed to take a personalised and practical real world approach to ensure attendees gain maximum benefit from their training. Our courses have been designed by our expert Project Management consultants and trainers with considerable real world project experience and make use of best practice project management.

On average attendees grade our courses as “Very Good” with “Excellent” for relevance of course material to their needs.

Course Dates & Locations

Our training courses are run on a regular monthly basis both in London and Birmingham. Please visit our web site for latest course dates.

Who Are The Courses Aimed At?

Our Project Management courses are aimed at anyone who is looking to gain an understanding of formal project management and want to be armed with practical techniques to successfully manage or coordinate projects on a day to day basis.

Our Microsoft Project courses are designed for new, existing and advanced users. Simply select the course that suits your existing skills.

The practical and interactive nature of our training style will introduce real techniques and tools attendees can apply immediately on their projects.

Project Management Public Courses Summary

1-Day: Practical Introduction to Project Management

This 1-day course covers all the essentials, including; the project lifecycle, planning, using a RACI matrix, the PRAM guide to risk management, project reporting and stakeholder management. Content includes:

- 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 Project Managers Toolkit

2-Day: Practical Tools & Techniques for Successful Project Management

This 2-day course is aimed at all those who need to be armed with practical techniques to successfully manage or coordinate projects on a day-to-day basis. Content includes:

- What is Good Project Management?
- The Organisation & the Project Team
- Define Your Project Lifecycle
- Techniques for Developing Your Schedule
- Practical Project Planning
- Using Deliverable Definition Sheets
- The RACI Matrix
- Practical Cost & Contingency Management
- The PRAM Guide to Risk Management
- Practical Change Control Management
- Stakeholder Management Techniques
- Team Development & Leadership Techniques
- What Makes a Good Project Manager?
- Your Project Managers Toolkit

What is the Wellington Project Managers Toolkit?

The Wellington Project Managers Toolkit provides a complete set of project management forms, templates and tools. Developed, used and refined by our Project Management consultants over the last twelve years, all our public course attendees exclusively benefit from this library of intellectual property. The MS Office based Toolkit is simple to use and provides everything you need to successfully run your projects.

Examples of 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 Microsoft Excel based Gantt chart planning tool.

What Is Included in the Project Management Courses?



* Career Advice is applicable for those who are funding the course themselves. Those being funded by their employee are not eligible for career and CV advice.

Microsoft Project Public Courses Summary

1-Day: An Introduction to Practical Project Planning Using Microsoft Project

This unique 1 day course takes a fresh approach to Microsoft Project training. Rather than being a walk through the product functionality, this course delivers practical techniques for building, monitoring and reporting on a project using Microsoft Project.

Aimed at those with no existing formal Microsoft Project training this course arms you with real world skills enabling you to leverage the benefits of Microsoft Project on your next project. This course complements existing PRINCE2 or APM methodology training but equally no existing project management or Microsoft Project knowledge is required.

This course is packed with practical content selected by our experts to ensure you gain the maximum value from your investment of time.

Section	Topic	Practical Exercise
Planning Concepts	Objectives of planning & aligning planning with the project lifecycle	
	Understanding the Critical Path Method, logic links, lags & float	✓
Creating Your Project Schedule	Creating a new project	✓
	Building a plan with tasks & WBS	✓
	Setting a project calendar	✓
	Setting up useful project & task codes	✓
	Reviewing the critical path	✓
	Filtering using task codes	✓
	Assigning resources to tasks	✓
Running & Controlling a Project	Baselining & versioning	✓
	Updating task progress	✓
	Monitoring project performance	✓
	Perform “what if” analysis	✓
	Creating useful reports for stakeholders & team members	✓

1-Day: Achieving More with Microsoft Project

This unique 1 day course builds on existing user knowledge, probably acquired from attending our 1 -day Introduction course. This course delivers practical techniques to take advantage of the more advanced features of Microsoft Project, including cost & resource management, reporting, customisation of the Microsoft Project environment and collaboration.

This course arms you with real world skills enabling you to leverage the benefits of Microsoft Project on your next project or programme. A working knowledge of Microsoft Project is required and those without any formal training are recommended to take our “Introduction to Practical Project Planning with MS Project” course first.

This course is packed with practical content selected by our experts to ensure you gain the maximum value from your investment of time.

Section	Topic	Practical Exercise
Enhancing Your Schedule	Shared resources and the "Resource Pool"	✓
	Resource Definition – key information about valuable resources	✓
	Resource Driven Scheduling and its implications	✓
	Assigning & managing multiple resources – task types & their implications	✓
	Managing resource availability and resource levelling	✓
	Entering cost rates (work resources, cost resources & material resources)	✓
	Assessing cost forecasts	✓
	Exploiting Resource Cost Rates for business purposes	✓
	Performing schedule analysis & creating multiple baselines	✓
Extending the Potential of Microsoft Project	Using custom fields to invest tasks and resources with additional attributes for reporting and analysis.	✓
	Custom views and tables	✓
	Advanced filtering & custom filters	✓
	Grouping options for flexible analysis	✓
	Working with multiple projects & sub-projects	✓
	Using the "Organizer" to retain useful custom attributes for future use	✓
Monitoring Your Schedule	Tracking Table and Tracking Toolbar	✓
	Recording actual progress of work performed	✓
	Recording actual costs	✓
	Earned Value Analysis	✓
	Using Progress Lines to communicate project status	✓
	Project schedule recovery – achieving deadlines despite delays.	✓
	Project Close – Variance Analysis and Lessons Learned opportunities	✓
Reporting	Preparing standard & customised reports for stakeholders	✓
	Distributing project information to team members	✓
	Collaboration	✓
	Visual Reports	✓

Every Microsoft Project Course Attendee Receives



How is Wellingtone Different ?

- Our trainers are expert Project Management Consultants with many years of practical experience – they are not “just” trainers. Not only can they train, but also provide advice and guidance on gaining more benefit from formal project management tools and techniques.
- Our training material is constantly updated with the latest recommendations and improvements. Our consulting team feed input directly into the material, tools and templates and we sponsor research at the Centre for Project Management, Leeds Metropolitan University.
- Many training providers use contract trainers who do not actually work for them and have limited affiliation to the organisation you thought you were dealing with. All our trainers are long standing employees of Wellingtone.
- Most training providers are focused on getting attendees to pass exams, whereas we focus on really learning practical tools and techniques of project management that provide immediate benefit.

Course Fees

1-Day: Practical Introduction to Project Management	£295 per person
2-Day: Practical Tools & Techniques for Successful Project Management	£475 per person
1-Day: An Introduction to Practical Project Planning Using Microsoft Project	£295 per person
1-Day: Achieving More with Microsoft Project	£295 per person

The “Introduction” and “Achieving More” MS Project courses are run on consecutive days enabling you to attend both days for a complete MS Project user course. **Attending both days qualifies for a discounted combined fee of £495**, saving £95 over taking the courses separately.

Please note

- VAT is not included and will be charged at the prevailing rate at the time of service delivery
- Course fees must be paid prior to attending the booked course
- Cancellation within 2 weeks of a scheduled course may incur charges

About Wellington Project Management

Established since 1995 we are a specialist Project Management company based in Windsor, Berkshire providing the following services:

- Client Tailored **Project Management Training**
- Public **Project Management Training**
- Project & Portfolio Server Hosting, Deployment, Consultancy & Training
- Project Management Recruitment – Contract, Interim and Permanent
- Project Management Consultancy

We are a Microsoft Certified Partner for Enterprise Project Management. We combine expertise in project management process with in-depth technical solution knowledge. We are also a Corporate Member of the APM (Association for Project Management) and member of the REC (Recruitment & Employment Confederation). We sponsor research at the Centre for Project Management, Leeds Metropolitan University, regularly contribute editorial to Project Manager Today and present at industry tradeshows, as well as PMI, APM and BCS events.

Our clients come from all industries, both public and private sectors and range from household names to SME's. Their common goal is to improve the way they manage projects and programmes and they have selected Wellington Project Management as their partner in helping them achieve this goal. Our clients include:

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|----------------------------|-----------------------------|---------------------------|
| ▪ EDS | ▪ Environment Agency | ▪ NHS |
| ▪ GlaxoSmithKline | ▪ Cheshire Constabulary | ▪ Johnson & Johnson |
| ▪ Interserve | ▪ Mott MacDonald | ▪ Monsoon Accessorize |
| ▪ Ladbroke's | ▪ Columbus Direct | ▪ Clarks |
| ▪ Save the Children | ▪ Middlesex University | ▪ Apple |
| ▪ Land Securities | ▪ Westinghouse Rail Systems | ▪ Department of Health |
| ▪ DFID | ▪ Lockheed Martin | ▪ Sky |
| ▪ British American Tobacco | ▪ Schenker Logistics | ▪ Watson Wyatt |
| ▪ Land Securities | ▪ Parsons | ▪ Royal Holloway |
| ▪ UCB Home Loans | ▪ Leeds City Council | ▪ Hay Group |
| ▪ Crossrail | ▪ GE Money | ▪ Esterline Defense Group |

Did You Know?

If you have 3 or more delegates it may be more cost effective to consider our customised project and programme management training, designed specifically to meet your exact training needs. Please ask for further details.

We are a leading specialist recruitment service provided for both permanent and contract positions relating to Project Management.

We provide specialist deployment services for Microsoft Project Server, including user and administrator training.

Over 15,000 project management professionals subscribe to our monthly newsletter, PM News. Visit our web site and register to start receiving it today.