



Project Management

2-day course



This course provides tuition for
BIFM level 4 qualification unit FM4.12
BIFM level 5 qualification unit FM5.11
See 'Professional Recognition' section below for details

Aim

To provide delegates with the knowledge, tools and techniques to plan, monitor and control their projects effectively.

Objectives

By the end of this course you will be able to ...

Understand the key properties of a project and what activities benefit from a project management approach
Define the key roles and responsibilities essential for any project
Produce a key document to define a project and align stakeholders
Develop a 'breakdown' of all the work required to scope your project
Apply planning techniques to estimate, sequence and schedule the work in a project
Manage project risk
Report project progress and use the information to re-plan and control your project
Commission and handover projects
Be more successful in running projects in the future!

Description

The course explains the fundamentals of Project Management and enables you to: firstly determine what work benefits from a project approach, secondly to define the project effectively, and thirdly to deliver the work with a far greater chance of success. To support the event we have devised a structured case study which takes you from initial chaos, through a structured breakdown of all the work required, to a plan that you can be proud of. This structured, step-by-step approach will enable you to professionally influence stakeholders and control the project through to commissioning and handover.

Course content

Course objectives and personal objectives
Project Management concepts
Roles and responsibilities
Starting a project well, and the importance of the Project Brief
Case Study – Defining the Project - preparing the Project Brief
Breaking things down - the value of the Product / Work Breakdown Structure
Case Study – Developing the Breakdown Structure
Estimating time, cost and effort
Case Study – Estimating the work content
Networking concepts and the basics of critical path analysis

Case Study – Develop the project network diagram and analysing the network
The Management of Risk
Scheduling the Work
Case Study – Develop the project schedule
Resource Issues
Controlling changes
Case Study – How to handle issues
Monitoring, Reporting and Controlling the Project
Case Study – How to re-plan your project
Closing the Project and Course Closure

Programme

DAY ONE

09.00 Registration and Tea/Coffee

09.30 Introduction to the course

10.30 Tea/Coffee

12.30 Lunch

14.30 Tea/Coffee

16.30 Summary of First day

17.00 Close

DAY TWO

08.45 Tea/Coffee

09.00 Start of day 2

10.30 Tea/Coffee

12.30 Lunch

14.30 Tea/Coffee

16.30 Course review and Close

Professional Recognition

Delegates receive a Quadrilect Ltd certificate of attendance which contributes towards their record of CPD [Continuing Professional Development].



This course also provides tuition for
BIFM level 4 qualification unit FM4.12
BIFM level 5 qualification unit FM5.11

'Project Management' is accredited to provide tuition for BIFM level 4 qualification unit FM4.12 and BIFM level 5 qualification unit FM5.11. Please note that these units **alone** do not

constitute complete qualifications. Please contact us on 020 7248 5942 or email info@quadrilect.co.uk for a qualifications brochure and further guidance on enrolment.

How do I book?

Telephone: 020 7248 5942

Email: info@quadrilect.co.uk

Website: www.quadrilect.com
