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**IMPORTANT - THE SEMINARS ARE NOT LINKED.
THEY ARE 'STAND ALONE' DAYS**

**An introduction to
PROJECT MANAGEMENT
LONDON - 21 MAY 2008
MANCHESTER - 8 JULY 2008**

This popular seminar is designed to take delegates step-by-step through the project management process and provide an 'all round' introduction to project management. Case studies, examples and checklists will be used throughout the day to illustrate key points. There will be a strong emphasis on the practical 'nuts and bolts' of project management as well as plenty of opportunity for questions and discussion. No previous knowledge or experience of project management will be assumed.

PROGRAMME

DEFINING THE PROJECT

- Why is this project being proposed? ● What outcomes are sought?
- By when? By whom? For whom? ● What resources are available?
- Dealing with limited resources! ● Stakeholder Analysis ● Business Case

PROJECT PLANNING

- What outputs (deliverables) will lead to the achievement of the desired outcomes?
- What process(es) will deliver these outputs?
 - FAST diagrams • Project flow charts
- Resource and time implications of these processes
- The role of Risk Analysis in Project Planning
- Scheduling - carrying out the activities within a process in the 'correct order' is a critical success factor
- Scheduling tools & techniques
 - Key Events Chart • Gantt Chart • Networks • Critical Path Analysis

PROJECT IMPLEMENTATION

- What is required of the Project Manager to successfully deliver the project?
- Securing resources to deliver the project
- People and projects ● Leadership ● Management ● Team Building

PROJECT CONTROL & REVIEW

- What is the difference between control and review?
- Control Loop ● Milestone Chart ● Review Questions

PROJECT COMPLETION

What tasks are required to successfully end the project?

PROJECT EVALUATION & ASSESSMENT

- Did we do good? ● Did we do it well?

PROJECT MANAGEMENT '12'
**12 techniques for better project management
LONDON - 22 MAY 2008**

This seminar is a popular feature of ETC's programme and focuses exclusively on project management techniques. It is a 'stand-alone' day, ie, it is not linked to ETC's 'Introduction to Project Management' seminar and it is not a prerequisite that delegates have attended the 'Introduction' seminar. Whilst some experience of working in a project management environment would be helpful, it is not essential.

PROGRAMME

Technique 1 - FAST diagrams

Given the deliverables - what activities will the project team be required to complete?

Technique 2 - Resource Analysis

Given those activities - what resources will be required?

Technique 3 - Impact / Stakeholder Analysis

Given those activities - who will be affected and how?

Technique 4 - Force Field Analysis

What are the forces driving this project? Who are its supporters and champions?
What assets can we command? What are the forces resisting this project?
Who are its opponents? What strategies do we adopt?

Technique 5 - Creating the Project Flow Chart

Designing the process by which the deliverables will be delivered

Technique 6 - Elementary Risk Management

- The use of FMECA - Failure Mode Effect and Criticality Analysis
 - Appraisal, Correction and Prevention Strategies

Technique 7 - Estimation

- Point Estimates ● Multiple Time Estimates ● Measuring uncertainty

Technique 8 - The Key Events Chart - Developing a phased project

Technique 9 - The Gantt Chart

- Project's Activity Schedule ● Resource Requirements and Procurement Schedule
 - People Requirements & Recruitment Schedule ● Communications Plan
 - Creating the detailed Project Budget

Technique 10 - Using Networks to highlight relationships

- Using the Network Diagram ● Identifying the Critical Path
 - Identifying Float and Slack
- The use of multiple time estimates for risk management

Technique 11 - Controlling the project

- The basic control loop ● The nature of monitoring ● The use of the Milestone Chart

Technique 12 - Evaluation and Assessment

- Effectiveness/Efficiency ● Product and Process ● Cost / Benefit Analysis

Both Seminars Presented by:

David Jackson, Associate Consultant ETC & Project Management Specialist

David is the regular presenter of these popular ETC seminars. He has over 20 years' experience as a project leader and advises a wide range of public bodies in the UK, Ireland & Europe on project management, business planning and service delivery strategy and implementation. David is responsible for the design, development and delivery of project management training at a wide range of public sector organisations, including assignments for the Audit Commission and the European Commission.

He holds a BSc in Business Operation & Control and a Masters degree in Management Sciences and Operational Research along with professional qualifications in Project Management, Quality Management and Finance. David's experience includes senior roles in management consultancy and policy research and significant roles in management training.

ETC is one of the leading providers of short course training to the public sector in the UK, Ireland & Europe, with a fifteen year plus track record of delivering practical, detailed and focused training that will help you to 'do your job better'

BOTH SEMINARS

0945 Registration, 1000 Start,
1630 Close, Lunch is included

Venues

City Centre Hotel Locations
To be confirmed - Parking Available

ETC, PO Box 999

Leeds LS16 0AA

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Fee per delegate

(21/5/2008 & 8/7/2008)

1st delegate

£220.00 plus £38.50 VAT Total £258.50

2nd delegate

£200.00 plus £35.00 VAT Total £235.00

3rd delegate

£170.00 plus £29.75 VAT Total £199.75

Fee per delegate (22/5/2008)

1st delegate

£220.00 plus £38.50 VAT Total £258.50

2nd delegate

£200.00 plus £35.00 VAT Total £235.00

3rd delegate

£170.00 plus £29.75 VAT Total £199.75

BOOKING FORM Seminar _____ Venue _____ Date _____

ORGANISATION _____ ① First Name _____ Surname _____

ADDRESS _____ Job Title _____

_____ ② First Name _____ Surname _____

POSTCODE _____ Job Title _____

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