Presented by: David Jackson,

Associate Consultant, ETC and Project Management Specialist

David is the regular presenter of

He has over 20 years' experience

this very popular ETC seminar.

as a project leader and advises

An introduction to **PROJECT MANAGEMENT**

9 NOVEMBER 2010-LONDON

This popular one-day 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 programme 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. A detailed workbook accompanies the seminar.

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	NB This seminar will only be held in London, no out of London venues SORRY!					
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PROGRAMME(1 DAY)

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?

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||T|| C| **ETC, PO Box 999, Leeds LS16 0AA** Telephone **0113 230 6170**

This seminar can also be run In-House for £1,195 plus VAT, 'ALL IN',
nywhere on mainland UK. Maximum 15 delegates from the organisation
poking the in-house seminar. Please contact ETC to discuss possible dates

BOOKING FORM An introduction to PROJECT MAN			IANAGEMENT		9 November 2010 - London	
ORGANISATION			– ① First Name	e	Surname	
ADDRESS			- Job Title -	Job Title		
			- ② First Name	e	Surname	
POSTCODE		- Job Title				
TEL inc STD	i	AX nc TD		e-mail		

ETC WILL INVOICE FOR THIS BOOKING - UNLESS OTHERWISE REQUESTED

a wide range of public bodies in the UK, Ireland & Europe on project management, business planning and service delivery strategy & 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. MENT 0945 Registration, 1000 Start, 1630 Close, Lunch is included

Venue - Park Inn Hotel Southampton Row, London WC1 Nearest Underground Station - Holborn Piccadilly and Central Lines

> Fee per delegate £195.00 plus £34.12 VAT Total £229.12

SOME OF THE ORGANISATIONS WHO ATTENDED ETC SEMINARS DURING 2009/10

2gether NHS Foundation Trust 👁 Aberdeen University 👁 Anglia NHS Support Partnership 👁 Animal Health (DEFRA) 👁 Argyll & Bute Council 👁 Arun District Council Ashford & St Peter's Hospitals NHS Trust

Babergh District Council

Bangor University

Barnet Homes

Barnet Primary Care Trust

Bassetlaw Primary Care Trust

Babergh District Council

Council Bedford Hospital NHS Trust
Belfast City Centre Management
Berkshire Shared Services
Bournville College
Bradford & Airedale Teaching Primary Care Trust Bradford Drug & Alcohol Action Team 🗢 Bristol City Council 🗢 Bridgend County Borough Council 🗢 Bury Metropolitan Borough Council 🗢 Business & Enterprise North East Caerphilly County Borough Council
Calderdale Council Cardiff Council Carmarthenshire County Council Cambridge Perfusion Services Cannock Chase District Council Ceredigion County Council
Chelmer Housing Partnership
Chelsea & Westminster Hospital
Cherwell District Council
Chelmer District Council
City of London Corporation Clackmannanshire Council
Clydebank College Colchester Borough Council
Comhairle nan Eilean Siar
Commission for Local Administration in England
Community Services Bury Connexions Norfolk

Copeland Borough Council
Connwall Council
C Department for Regional Development (NI) • Department of Contracts (Malta) • Department of Energy & Climate Change • Derby University • Devon & Cornwall Constabulary Doncaster Metropolitan Borough Council
Oproset HealthCare NHS Foundation Trust
Oproduction Trust
Durham University
East & North Hertfordshire NHS Trust
East London NHS Foundation Trust East Midlands Development Agency • East Midlands Healthcare Workforce Deanery • East Sussex County Council • East Sussex Fire & Rescue Service • East, North & West Hertfordshire PCT Eastbourne Borough Council • Edinburgh City Council • Education Leeds • Elmbridge Borough Council • Environment Agency • European Aviation Safety Agency European Centre for the Development of Vocational Training (Greece) • European Court of Auditors (Luxembourg) • European Investment Bank (Luxembourg) European Patent Office (The Netherlands) • European Space Agency (France) • European Space Research & Technology Centre (Netherlands) • European Training Foundation (Italy) First Choice Homes Oldham

Flintshire County Council
Frontex (Poland)
Glasgow Caledonian University
Glasgow Housing Association
Gloucestershire County Council Great Yarmouth & Waveney Primary Care Trust
Greater Manchester Waste Disposal Authority
Grwp Gwalia Cyf
Halcrow Group
Hammersmith
& Fulham Drug
& Alcohol Action Team Hampshire County Council
Hampshire Fire & Rescue Service Hartpury College Hastings Borough Council Havant Borough Council Herefordshire Council Hertfordshire Constabulary
Hertfordshire Partnership NHS Foundation Trust
Highways Agency Hillingdon Primary Care Trust HMP Prison Service HMP & YOI New Hall HMP Askham Grange
HMP New Hall
Homes for Haringey
Imperial College Healthcare NHS Trust
Hmp rovement and Efficiency West Midlands
Independent Police Complaints Authority Infineum UK
Invercive Council
Isle of Analesev Council
Isle of Wight Council
Keele University
Kensington & Chelsea Tenant Management Organisation Kent Drug & Alcohol Action Team

Kingdom Housing Association
Kirklees Council
Kirklees PCT
Lanarkshire Alcohol & Drug Action Team
Lancashire Drug & Alcohol Action Team Learning and Skills Council
Leeds City Council
Leeds Partnerships NHS Foundation Trust
Legal Services Commission
Lewes District Council
Lincolnshire Community Health Services Lincolnshire County Council 🛛 Liverpool Heart & Chest Hospital NHS Trust 🗢 Local Better Regulation Office 🗨 London Ambulance Service 🗨 London Borough of Brent London Borough of Camden

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Manchester Mental Health
McGrigors Metropolitan Police
Mid Cheshire Hospitals NHS Foundation Trust
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Ministry of Education (Poland)
Ministry of Environment (Latvia) Ministry of Finance (Bulgaria)
Ministry of Finance (Slovenia)
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Ministry of Environment (Poland)
Ministry of Justice Museum of London Group

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NHS East Lancashire
NHS Education for Scotland
NHS Forth Valley
NHS Great Yarmouth & Waveney
NHS Havering
NHS Hounslow NHS Institute for Innovation & Improvement
NHS Manchester
NHS National Services Scotland
NHS Newcastle & North Tyneside Community Health
NHS Newham NHS Somerset
NHS South Gloucestershire Provider Services
NHS South West Essex
NHS Wandsworth
Norfolk Community Healthcare
Norfolk Constabulary Norfolk County Council
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North Down Borough Council
North East Essex Primary Care Trust North East Lincolnshire Council
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Oxfordshire Drug & Alcohol Action Team

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Prospect Leicestershire
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Redbridge Primary Care Trust
Rochdale Metropolitan Borough Council Rochford District Council
Rotherham Doncaster and South Humber Mental Health NHS Foundation Trust
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Royal Borough of Windsor & Maidenhead Safer Bristol Partnership
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South London & Maudsley NHS Foundation Trust
South West Essex Primary Care Trust South West London & St. George's Mental Health Trust
South West Strategic Health Authority
South Yorkshire Passenger Transport Executive
Southampton City Council Southampton University Hospitals NHS Trust
Southend-on-Sea Borough Council
Staffordshire County Council
Stockport Homes
Stockport Metropolitan Borough Council Stockport NHS Foundation Trust
Stockport Primary Care Trust
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Stoke-on-Trent City Council
Stoke-on-Trent Community Health Services Stoke-on-Trent Primary Care Trust
Stoke-on-Trent Youth Offending Services
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Victory Primary & Children's Centre
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