

Professional Project Management (PPM)

The Professional Project Management (PPM) course is a comprehensive three day event based on the Association for Project Management's (APM) Body of Knowledge and industry best practice. The course is field-proven and reinforces, improves and advances the skills and techniques of project management staff to encourage them to make sound business decisions and thereby manage their projects to a successful conclusion. Attendees will learn how to better define, plan, control and monitor projects including risk and financial analysis together with developing a comprehensive project management plan. The course is a unique blend of both 'hard' and 'soft' skills and encourages attendees to actively participate through the use of a project simulation which runs through the lifecycle from concept and business case preparation to performance reporting and supplier negotiations. The PPM course is designed to be run as a 'stand-alone' training solution or as a suitable feed into Provek's 3-day APMP workshop which prepares candidates for the APMP examination.

Course duration

3 days.

Who should attend?

- Anyone who intends to be, or is involved in a non-complex project as well as project management staff seeking to advance their professional development.
- Project Managers, Work Package leads or key project staff who are aiming to achieve APMP certification via a 2 x 3 day modular approach –this being the first 3-day module.

Course content

- Project, portfolio and programme management concepts.
- The project context, stakeholder management and effective communication skills.
- The project lifecycle and business processes
- Developing a business case
- Organisational structures, roles and responsibilities
- Project strategy and constructing the project management plan
- Scope management and breakdown structures
- Time and resource scheduling
- Risk management
- Budgets and cost control
- Change control
- Conflict management and negotiating skills

Course objectives

Delegates will be able to:

- Appreciate business processes and lifecycle models for projects and project management.
- Contribute to the development of the business case.
- Use a systematic approach to analysing and planning a project.
- Appreciate the project context and actively manage the project stakeholders.
- Apply work breakdown structures and map responsibilities.
- Use critical path analysis techniques and manage resource conflicts.
- Select and apply appropriate project monitoring and control methods.
- Consider and apply appropriate conflict management and negotiating techniques.
- Appreciate the context and relevance of project change control processes.
- Recognise the importance of developing effective communication skills.



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Pre-requisites

Basic project management skills and/or attendance on introductory project management courses, e.g. APM Introductory Certificate. Ideally a minimum of six months practical project experience.

Course style

The course is highly participative with attendees working in teams on various stages of a simulated project in addition to plenary tutoring sessions, discussions and questionnaire based exercises designed to reinforce personal learning.

Availability

This course is available as an in-house programme only and can be tailored to match the needs of your organisation. To discuss dates and venues please contact Provek.

