

Becoming A Project Management Specialist

Duration: 5 Days

Language: en

Course Code: PO4-102

Objective

Upon completion of this course, participants will be able to:

- Develop an intricate project plan to secure funding from stakeholders.
- Understand your budget and the best ways to utilise funding to achieve the greatest return on investment.
- Recruit and motivate a team of like-minded individuals to work towards a single end goal.
- Set SMART targets to monitor performance and move forward.
- Analyse results and make changes to remove pain points in a process.
- Ask for and act on consumer feedback to increase success and ROI.
- Understand the risks in your project plan and place steps to mitigate them.
- Constantly review and amend your plan and remain flexible to achieve the best outcome.
- To create contingency plans to revert changes and provide continued service throughout the process.
- To respond to stakeholder needs and communicate effectively to develop positive working relationships.

Audience

This course is ideal for anyone participating in a planned project to advance a business or aid growth. It would be especially beneficial for:

- Project Managers
- Business Owners
- Directors
- Marketing Executives
- Project Planning Teams
- Planning Managers
- Change & Control Managers
- Operations Managers

Training Methodology

This course teaches various styles, including case file presentations to display successful project plans and impact calculators to understand how a project has improved a company.
You will have access to a range of knowledge and skills training tools and a structured framework to develop your desired project plan. Group exercises and seminars will allow you to discuss your chosen project and determine its potential while understanding concerns and risks. You will also be able to create accurate budgeting models and strategic frameworks to give you the tools to move ahead with your project.

Summary

To keep your business moving forward, it’s essential that you discover innovative products and services to keep your customers interested. This includes extensive market research and planning to help you remain within budget and secure a return on investment. It is also important to find the right team members to make it happen and ensure they’re motivated to achieve the company’s long-term goals.
To understand your journey, mitigate risks and ensure a successful roll-out, you will need to create a foolproof project plan that sets out accurate timeframes for changes and provides in-depth information on each aspect of your proposal.
Project plans are massively important to your overall business strategy. They answer

questions, give information on the reasons for the project, incorporate technology and costs, and explain future projections. Essentially, these help you to secure funding and gain the support of partners and stakeholders so you can move forward without delay and feel free to use a budget to ensure a quality end-product.

Course Content & Outline

Section 1: The Importance of Structure

- What is a ‘project?'
- Project selection and effective decision-making.
- Establishing the aim of your project plan.
- Laying down key focus points.
- The importance of a firm change management process.

Section 2: A Strategic Project Framework

- The project lifecycle.
- The process gates.
- What success looks like.
- Your network diagram.
- Scheduling and process integration.
- Dealing with major changes.
- SWOT analysis.
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Section 3: Projection Planning

- What do you aim to achieve?
- Your return on investment.
- Information management and accurate forecasting.
- Risk assessments and mitigation.
- Developing a work breakdown structure.
- Communication and projections.

Section 4: Handling Timescales

- Accurate scheduling diagrams.
- Critical path and float analysis.

- Setting expectations.
- Handover timescales between practice and BAU.
- Six Sigma priority management.

Section 5: Budget Planning

- Your cost-benefit analysis.
- When it’s important to cut your losses.
- Identifying areas where you can afford to spend.
- Essential cost control plans.
- Budget recovery after overspending.

Section 6: Resource Planning & Engagement

- Presenting your objectives.
- Recruiting to utilise different strengths.
- The power of delegation and teamwork.
- Your responsibility as a leader.
- Utilising contractors to fulfil your needs.
- SMART targets and performance management.
- Setting key performance indicators to monitor progress.

Section 7: Stakeholder & Partner Support

- Identifying key stakeholders and understanding their needs.
- Effective influencing and persuasion techniques.
- Negotiating your budget.
- Showcasing your designs to gain buy-in.
- Collecting data to support your goals.

Section 8: Results & Review

- Monitoring and recording processes.
- Analysing project performance.
- Document keeping and review.
- Customer and client evaluation.
- Feedback and lessons learned.

- Next steps to move forward.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Management & Leadership, PMI® Registered Courses, Project Management

Tags

project Lifecycle, Budget planning, Resources planning

YouTube Video

https://www.youtube.com/embed/Ue1XVS3uSBE?si=-PDyTQeCcytDrG33