

# Project Management Specialist Course

## Venue Information

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**Venue:** London UK

**Place:**

**Start Date:** 2025-12-08

**End Date:** 2025-12-12

## Course Details

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**Net Fee:** £4750.00

**Duration:** 1 Week

**Category ID:** P,PACC

**Course Code:** P,PACC-11

## Syllabus

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### Course Syllabus

#### Introduction

This intensive project management training course offers complete guidance for managing any or all types of projects and will provide you with a solid foundation for best practice project management. The course explores how to ensure projects deliver outcomes which are both client-focused and organizationally relevant.

This course covers key aspects of project definition, planning and control to ensure relevant quality within time, budget and resource constraints. It also tackles team leadership, stakeholder management, project communications and handover to operational use. As Project Management is considered a vital organisational competency – it will also examine the role of the Project Manager and/or the Project Team, who are charged with increasing the organisation's overall project management capability.

**This course will feature:**

- Project evaluation, reporting, closure and hand-over

## **Objectives**

- Integrate projects within the context of the organisation
- Develop quality-focused project plans
- Monitor and control the delivery of projects
- Lead and develop effective project teams
- Maintain communication with project stakeholders

## **Content**

### **Day One**

#### **The World of Project Management**

- What is a project?
- Mature project management
- Selecting projects to meet organizational goals
- Managing programmes and portfolios
- Uncertainty in project selection decisions
- Project data, information and knowledge management

### **Day Two**

#### **Project Planning, Scheduling and Budgeting**

- Strategic, tactical and operational planning
- The contents of a project plan
- Level of detail in scheduling
- Network logic and dependency analysis
- Project uncertainty and risk management
- Fundamentals of budgeting and cost control

### **Day Three**

#### **Project Resourcing, Monitoring and Control**

- Resource allocation
- Expediting a project
- The Critical Chain approach
- Designing the monitoring cycle
- Performance indicators and control mechanisms
- Designing the change control system

### **Day Four**

- Delegating with confidence
- Communication within the project team
- Project team leadership
- Conflict handling

## **Day Five**

### **Project Evaluation, Reporting, Closure and Hand-over**

- Evaluation criteria and project auditing
- Analysing project performance
- Progress reports and records
- Determinants of project success
- Successful project hand-over
- Lessons learned and creating learning culture