

PROJECT DELIVERY & CHANGE LEADERSHIP



Project Management Course

LEARNING OUTCOMES

- Apply a consistent project and programme lifecycle, selecting an appropriate predictive, agile or iterative delivery approach.
- Develop practical plans covering activities, schedules, resources, budgets, responsibilities and dependencies.
- Create and use essential project documents, including business cases, project plans, RAID logs and responsibility matrices.
- Establish proportionate governance, reporting, escalation and assurance while identifying and responding to risks and issues.
- Engage stakeholders, communicate clearly through change and influence effectively without formal authority.
- Define and track project benefits, reflect on their learning and create a practical action plan.

COURSE OVERVIEW

This practical three-day course develops the technical and people skills needed to support or manage projects in complex organisations. Participants learn a consistent approach from initiation to closure, practise planning, governance, risk, stakeholder and benefits tools, and build the confidence to influence colleagues through change. The programme can complement an organisation's existing methodology and is suitable across sectors.

TOPICS COVERED IN THIS COURSE

Day 1

Foundations of Project Delivery

Explore PMO, project, programme and portfolio roles, lifecycle stages, delivery approaches and the essential documents used to manage projects.

Planning and Scheduling

Develop practical project plans using breakdown structures, acceptance criteria, estimation, dependencies, critical path analysis, resources, RACI and scheduling tools.

Risk and Issue Management

Learn to identify, assess and manage risks, issues, assumptions and dependencies through risk scoring, mitigation planning and a practical RAID exercise.

Day 2

Governance and Business Cases

Explore project boards, reporting, escalation, decision rights, assurance, business cases, post-project reviews and benefits realisation.

Resources, Stakeholders and Benefits

Consider budget and resource management, stakeholder mapping, communication planning and methods for defining and tracking project benefits.

Day 3

Change and People Skills

Examine change impact, adoption and resistance while developing skills in influencing, collaboration, negotiation and conflict management.

Personal Effectiveness and Integration

Build confidence in managing complexity and bring the programme together through a consistent governance model, reflection, action planning and a final knowledge check.