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LONDON CAPITAL COMPUTER COLLEGE



In association with



Project Management Corporate Training 5 Days

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Training for supervisors, Accountants Managers and Senior Executives

PRINCE2 Project Management . MS Project 2013/16 . Project Risk Management . Quality Management . Strategic Management . Business Case Analysis

PRINCE2 Project Management

To succeed an organisation needs to:

- ✓ Maintain current business operations.
- ✓ Transform operations in order to survive and decide how to introduce change; to create competitive advantage.

Strategic Management

The management of strategy to achieve competitive advantage. Strategic analysis, choice & implementation. Techniques to recognise threats and opportunities in the marketplace.

Quality Management

Quality management is a strategic decision to help improve overall performance and provide a sound basis for sustainable development initiatives.

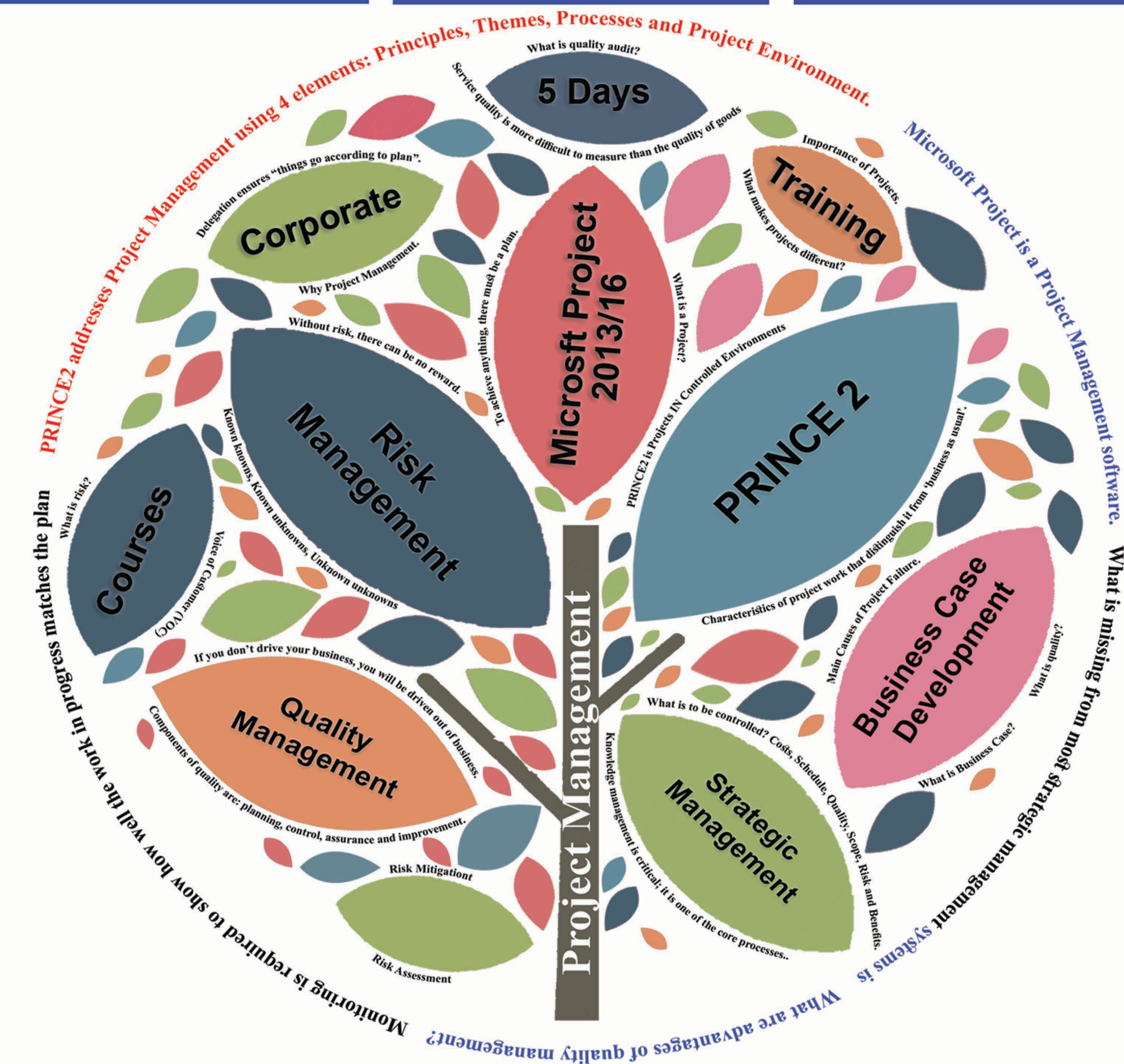
- ✓ Different views of quality
- ✓ Benefits of implementing a quality management system

MS Project 2013/16

Microsoft Project is the main tool in a project management toolbox. Without Project, it is not possible to build schedules, manage tasks, resources, deadlines and budgets.

Business Case Analysis

Justification for doing the project. Importance of: identifying and structuring an idea; planning the realisation of the idea; reviewing and evaluating possible results and establishing potential for further benefits.



PRINCE2 Fundamentals of Project Management

[Delegates will use a case study for practical implementation scenarios]

Day 1

- Project management basics
- Characteristics of project work
- Project manager responsibilities
- Project performance variables that needs to be controlled
- PRINCE2 Project Management methodology implementation
 - o Principles
 - o Themes
 - o Processes

Day 2

- 7 Principles:
 - Continued business justification
 - Learn from experience
 - Defined roles and responsibilities
 - Manage by stages
 - Manage by exception
 - Focus on project
 - Tailor to suit the project environment

Day 3

- Critical Chain Project Management (CCPM)
- Project scheduling
- Developing a network
- Critical Path Analysis
- Critical Path Terminology
 - o Finish-to-Start (FS)
 - o Start-to-Start (SS)
 - o Finish-to-Finish (FF)
 - o Start-to-Finish (SF)
- Slack or Float

[Delegates to fully grasp how to draw and calculate a critical path]

Day 4

- 7 Themes:
 - Business case
 - Organisation
 - Plans
 - Risk
 - Quality
 - Change
 - Progress

Day 5

- 7 Processes:
 - Starting up a Project
 - Directing a Project
 - Initiating a Project
 - Controlling a Stage
 - Managing Product Delivery
 - Managing a Stage Boundary
 - Closing a Project

MS Project 2013/16

This training requires the use of computers

Day 1

- Introduction to Project 2013/16
- File management features
- Finding commands
- Setting and creating Project files

Day 3

- Defining and creating resources
 - Different types of resources
 - Creating work, material and cost resources
 - Calculating labour and material resources
- Assigning tasks to resources
 - Duration, work and units
 - Effort driven and non-effort driven scheduling
 - Resource assignment changes

Day 5

- Tracking and managing a Project
 - Baseline, schedule and actual value representation
 - Adding tasks to a baseline
 - Updating project schedule
- Viewing and reporting project information
- Sharing reports

Day 2

- Creating Project tasks
 - Manual and auto scheduling
 - Milestone and summary tasks
 - WBS codes
- Task dependencies and schedules
 - Linking tasks
 - Delays or overlaps
 - Setting task date constraints

Day 4

- Project views
 - Selecting a view
 - Re-arranging table columns
 - Table column settings
 - Using Timeline view
 - Sorting tasks, resources and assignments
 - Filtering tasks and resources
 - Formatting task bar
 - Adjusting task bar layout
 - Text formatting
- Project schedule fine-tuning
 - Critical path analysis
 - Delaying a task or assignment
 - Levelling resources
 - Re-activating inactive tasks

Quality Management

Day 1

- Introduction to Quality Management
 - Organisational effectiveness
 - Strategic planning

Day 2

- Quality Standards and customer focus
 - Organisational success indicators
 - Creating customer focus

Day 3

- Auditing and ISO 9001
 - Quality systems
 - Product/service performance audit

Day 4

- Performance and process management
 - Successful benchmarking techniques
 - Key performance indicators
 - Work process management and improvement

Day 5

- Continuous quality improvement principles and the six sigma
 - Quality management tools
 - Six sigma methodology

Project Risk Management

Day 1

- Risk plan development
 - Managing risk
 - Incorporating risk mgt in projects
 - Stakeholders risk tolerance
 - Risk plan components

Day 2

- Risk Identification
 - Risk identification methods
 - Risk consolidation
 - Recording and registering risks

Day 3

- Project risk analysis
 - Qualitative & quantitative risk analysis
 - Risk analysis and prioritisation

Day 4

- Project risk response strategy
 - Risk response alternatives
 - Risk triggers

Day 5

- Project risk monitoring and control
 - Recording and reporting risks
 - Risk response execution
 - Updating risk template

Strategic Management

Day 1

- Strategy and strategic environment
 - Strategic and tactical decisions
 - Pestel, porters' five forces framework

Day 2

- Developing strategy, resources analysis and core competencies
 - Key/critical success factors
 - Components of strategic capabilities

Day 3

- Strategy formulation model
 - Business level strategy
 - Corporate level strategy

Day 4

- International strategic methods
 - Mergers, acquisitions, joint

Day 5

- Strategic purpose and culture
 - Stakeholder analysis
 - Cultural and social forces

Business Case Analysis

Day 1

- Business case development and analysis
 - Business case and value proposition
 - Identifying problems or opportunities

Day 2

- Options and gathering data
 - Identifying alternatives
 - Collecting data, setting time frames and estimates

Day 3

- Financial metrics benchmarking and risk mitigation
 - Managing project cash flows
 - Risk analysis and assessment

Day 4

- Practical IP issues and alternative option justification
 - Intellectual Property (IP)
 - Justification of chosen alternative

Day 5

- Pitching the Business Case
 - Communicating the business case
 - Promoting the case



1 Intensive 5 day training (08:30 – 16:30) 2 Each delegate receives training materials. 3 5% discount (i) if individuals register for 2 or more courses at the same time (ii) 5 or more delegates from the same company registering for the same course 4 To complete a minimum of 5 modules to receive a Diploma in Project Management; else a Certificate. This only applies to those who complete the 5 days.



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