

Certificate in Project Management:

Course Synopsis

Module 1 – Introduction

What is a project? – What skills does a project manager need? – What is project management? – What is project planning? – Why do projects go wrong?

Module 2 – Understanding the Project

Defining the project's vision – defining the project's objectives – understanding the scope of the project – outputs and outcomes – project initiation document. **Assignment 1.**

Module 3 – Creating the Project Plan

Planning the plan – baseline data – SMART goals – setting key milestones and a timescale – project planning techniques – considering project phases – project or programme – plan approval.

Module 4 – Managing the Unmanageable

What is risk? – Identifying potential risks – questioning your project plan – risk management log – dealing with the risk – monitoring risk – contingencies – **Assignment 2.**

Module 5 – Resource Management

What is a resource? – People management – financial management – asset management – the time resource – managing limited resources.

Module 6 – Monitoring Controls

Establishing systems – using your monitoring data – financial monitoring – earned value analysis/earned value management – monitoring income.

Assignment 3.

Module 7 – Evaluation and Project Closure

Planning a project's closure – collecting evaluation data – planning when to collect your evaluative data – tying up loose ends – evaluation – project failure.

Module 8 – PRINCE2

What is PRINCE2? – the history of PRINCE2 – the seven processes of PRINCE2 – PRINCE2 further resources.

Module 9 – Other Project Management Methods and Further Information

Waterfall development – critical chain project management – extreme programming – course conclusion – further reading – useful organisations – glossary of terms – **Assignment 4.**