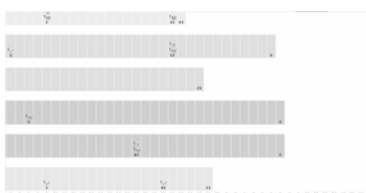


An Introduction to Project Management

**School based course options for supporting the delivery of
DIDA specifications**



OVERVIEW

An Introduction to Project Management

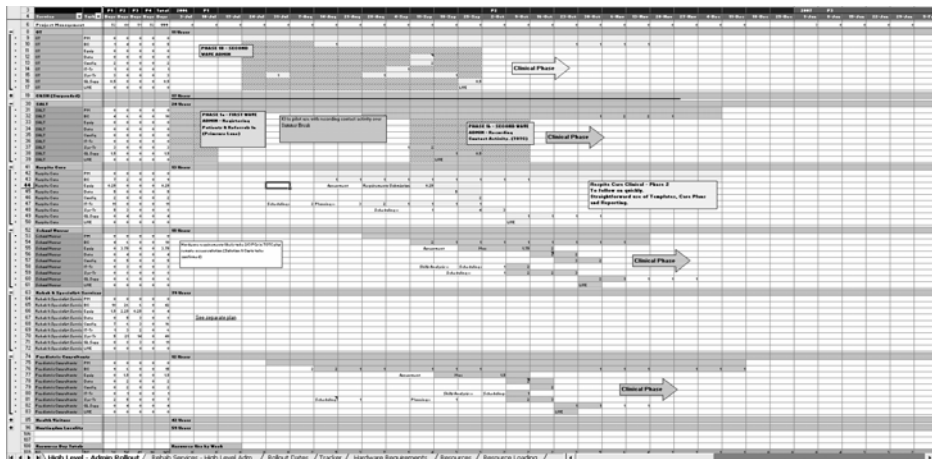
“A unique combination of professional industry experience and highly qualified teaching backgrounds”

Our consultants are experienced project managers who have worked on some of the largest IT projects in Europe in recent years.



In addition to being Prince2[®] qualified (the de-facto standard for project management in the UK and practiced worldwide), we are able to use our teaching backgrounds to streamline and apply this experience and knowledge to the requirements of the DIDA qualification.

This course will provide a unique insight into the skills and tools used to manage major projects in industry. The course will provide participants with a clear understanding of the structure, processes and techniques required to manage projects successfully.



DIDA

An Introduction to Project Management applies industry-based practices to the DIDA specification, with specific reference to:

AO1 - Ability to establish the objectives of a project and plan for their achievement within a given timescale (All Units) (12%)

And

Managing your Project

- Project Planning
- Reviewing & Evaluation
- Standard Ways of Working

Plan & Manage the Project – All Units (Levels 1&2)

COURSE CONTENT

Emphasis is placed on:

Project Initiation & Planning

(Project Brief, Approach, Planning Tools & Techniques including Electronic Tools, Set Up)

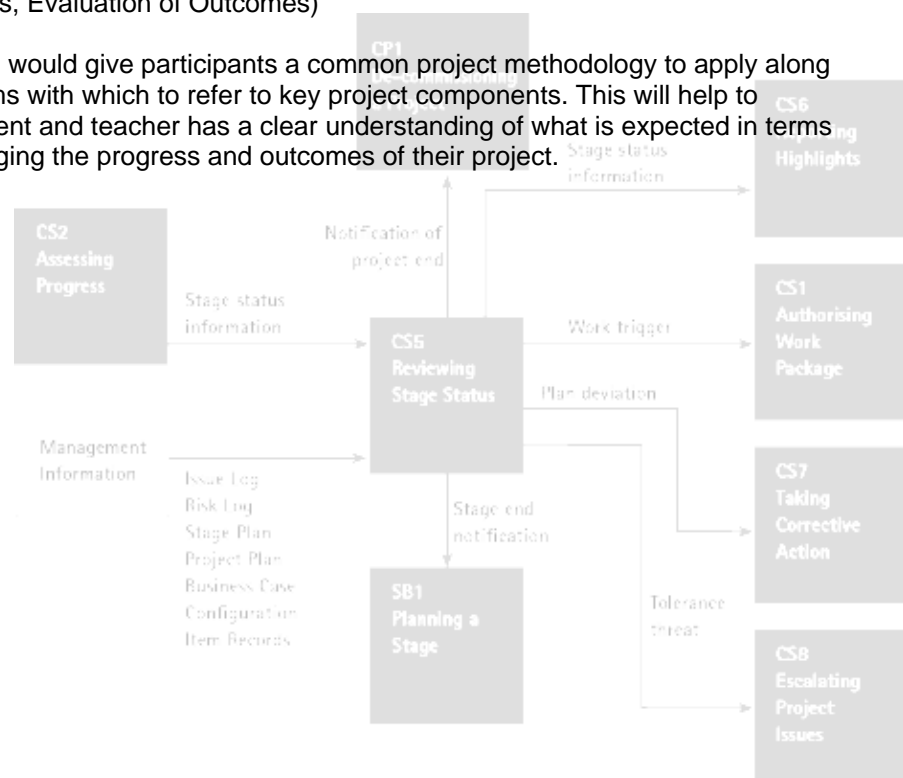
Project Controlling & Monitoring

(Management of Risks & Issues, Product Delivery, Milestones, Contingency, Highlight Reporting)

Project Close & Evaluation

(Realisation of Benefits, Evaluation of Outcomes)

In addition, the course would give participants a common project methodology to apply along with a clear set of terms with which to refer to key project components. This will help to ensure that each student and teacher has a clear understanding of what is expected in terms of planning and managing the progress and outcomes of their project.



KEY COURSE OBJECTIVES

All options for course delivery will cover the following through trainer-led sessions:

Working on a major project set that takes a product/outcome from Project Brief to Close and Evaluation

Managing a Project

- Setting project objectives and outcomes
- Defining a project approach
- Planning for completion within a fixed period of time
- Planning and allocation of resources
- Assessing & Counteracting Risk
- Planning product design and delivery
- Monitoring progress of planned project workstreams
- Quality Control
- Reporting



Establishing clear and effective ways of working that:

- Make efficient use of ICT tools
- Promote clear and efficient communication and understanding of project elements
- Show evidence of project progression

Project Review & Evaluation

- Evaluating outcomes including products
- Reviewing and evaluating processes and the implementation of planned events and resources
- Evaluation of performance

All the above areas of learning will be supported by examples or illustrations from similar aspects within industry-based projects. This provides a valuable opportunity to comply with suggestions within the DIDA specification:

Students will need to be guided in the planning required to produce a successful project. It may be useful to model successful strategies and ask students to investigate how professionals map out major projects. It is essential that students are encouraged to monitor their progress and review their timescales at significant points as the project progresses.

Delivering Unit 1: Using ICT p.44

Case Studies & Scenarios

The course makes use of case studies and scenarios to develop understanding of the key elements of project management. In order to maximise benefit, these relate closely to the outcomes defined in DIDA's published Summative Project Briefs and incorporate planning for and implementation of many of the skills and processes outlined in the specification including:

Data gathering and research
Selecting appropriate ways of recording and presenting information
Assessing and interpreting information
Time Management – Estimating and Implementing
Ensuring Quality

DELIVERY & PRICING

A number of options are possible with regard to the way this is delivered:

Option 1
<p>1 day</p> <p>To include: Trainer-led sessions introducing key project components Case Study.</p> <p>Approx. £600 – £700</p> <p><i>Teachers Only Option £350</i></p>

Option 2
<p>2 days</p> <p>Trainer-led sessions introducing key project components Team-based project management exercise providing participants with experience of planning & managing a project.</p> <p>Approx. £950 - £1200</p>

Option 3
<p>2 days</p> <p>Trainer-led sessions introducing key project components Case Study Consultant-aided set up of students' actual DIDA project (putting the project management components in place for immediate project initiation).</p> <p>Approx. £850</p>

Prices based on up to 20 participants.
All prices subject to VAT.

To discuss your preferences or other requirements you may have, please call Ben Unwin on 07968 474204 or email bunwin@mill-reef.co.uk.

For details on regional open courses, please visit our website at www.mill-reef.co.uk.

