Project Management Workshop Breakdown

Course 1 – The External Environment
4 Days

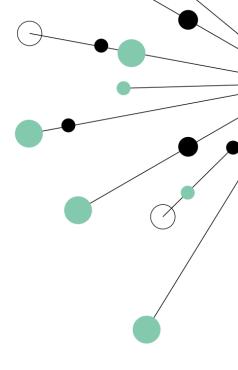- Introduction to the diploma in project management
- Study skills & time management
- Why do we need project management?
- The external environment
- Understand the individual
- Diversity and inclusion

Course 2 - Stakeholders
4 Days

Exam preparation
Ethics
Legislation and regulation
How to organise, manage and scrutinise a project
Roles & responsibilities
Stakeholder management

Course 3 – Concept
4 Days

Information and knowledge management
Requirements and benefits management
How to create a business case
Assurance
Configuration management
Solutions development

Course 4 - Definition
4 Days
- How to create a project management plan
- How to manage scope
- Estimating
- Scheduling, resource optimisation and cost planning
- Risk and quality management

Course 5 – Deployment & Transition
4 Days
- Project procurement
- Monitoring and controlling a project
- Managing change and issues
- Transition – closing a project

Course 6 – Leadership & Transition
4 Days
- Exam preparation
- Manging conflict and negotiation in projects
- Building and leading teams
- Motivating teams
- Revision

Revision
3 Virtual Days

<u>Optional:</u> AI for Everyone

Introduction to Microsoft 365 Copilot – digital content – 1 hour self-paced learning

AI Literacy: Safe & compliant AI use for all staff – digital content – 2 hours self-paced learning

Upgrade your productivity with Copilot – 90-minute webinar

Hands-on Copilot ½ day session:
By the end of this course learners will be able to configure Copilot across Teams, Sharepoint, Word, and Excel