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Project Management Corporate Training 5 Days

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

Project Risk Management

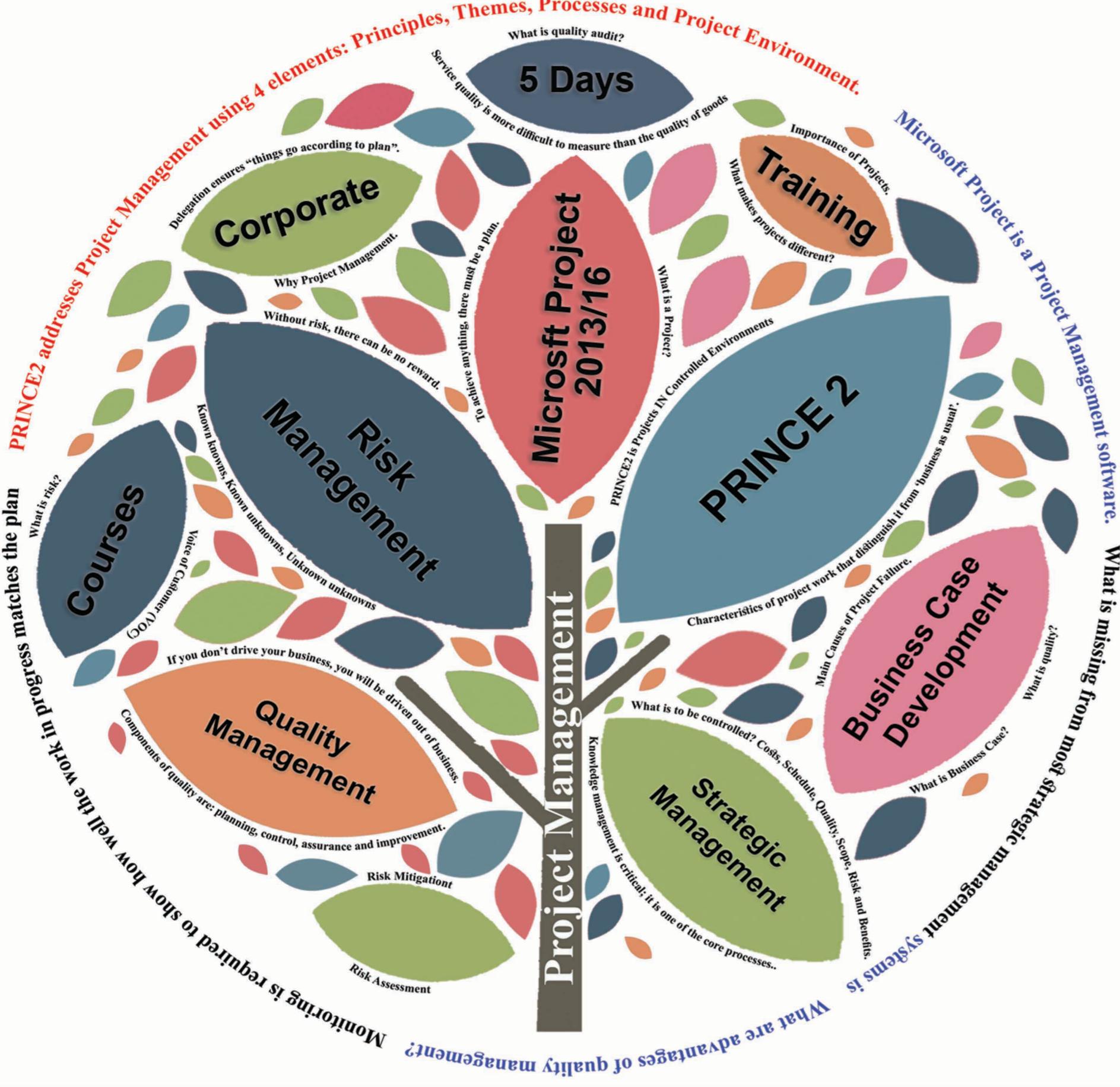
Without risk, there can be no reward. Projects deal with change, and dealing with change is a risky business. Yet if not managed correctly, risk reduces the ability to achieve project goal, if not derailing it altogether. So how can businesses balance the two?

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 need to be controlled
- PRINCE2 Project Management methodology implementation
 - Principles
 - Themes
 - 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
 - Finish-to-Start (FS)
 - Start-to-Start (SS)
 - Finish-to-Finish (FF)
 - Start-to-Finish (SF)
- Slack or Float

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

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

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 2

- Creating Project tasks
 - Manual and auto scheduling
 - Milestone and summary tasks
 - WBS codes

Day 3

- Defining and creating resources
 - Different types of resources
 - Creating work, material and cost resources
 - Calculating labour and material resources

Day 4

- 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

Day 6

Viewing and reporting project information
Sharing reports

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 mgmt 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

