

# project management for business advisers

CODE: PMBA  
DURATION: 2 DAYS  
CPD HOURS: 14

13

## PROGRAMMES OVERVIEW

“Here catch” says your boss, “just a little project for you to manage”. (You smile sweetly and say “thank you”). Whether it be a specific project in relation to your supply of business support services or a project to implement client solutions, things can get complex. Ever fancied to improve project delivery, enhance communication through the transfer of relevant project management expertise and enable a standard approach to be adopted? It does rather help prevent you sinking often without trace underneath a huge pile of Gantt charts!

## OBJECTIVES

At the end of the programme you will be able to:

- understand the need for effective project management
- identify the main features of project management
- apply practical and useful techniques to support tight project management
- spot common obstacles and plan around them
- implement effective project review processes
- adopt a standard approach to project documentation

## DAY ONE

Publicly funded projects  
Understanding the issues  
Avoiding the issues  
Identifying what makes a good project  
Benefits of good project management  
Project lifecycle  
Project planning  
Project initiation document  
Project definition and scope of work  
Gantt charts and other techniques  
Roles and responsibilities in a project  
The human factor in project delivery  
Identifying blockages  
Risk identification  
Risk evaluation  
Summary

## DAY TWO

Day One summary / learning points  
Generating solutions – pros and cons  
Ensuring client ownership  
Monitoring, evaluating and prioritising  
How and when to run a project review  
Recording the output  
Progressing issues  
Escalation  
Financial control  
The quality plan  
Why use a quality plan?  
Typical contents and suggested format  
Communications  
Change control  
Summary

TECHNICAL SKILLS

*“I want more - and I want one for my colleagues to attend”*

*“I didn't know much about the subject before I came on the course and I'm happy to say I know a lot more now”*

*“This has really opened my eyes” “Very informative day”*

# general features

## TARGET AUDIENCE

Basically anybody involved with Business Support whether that be actively involved, involved on the periphery or just interested in becoming involved. Examples include business advisers, consultants, counsellors, mentors, coaches, trainers, network brokers, skills brokers, specialist advisers and intermediaries (e.g. accountants and solicitors). Delegates come from host organisations such as the Business Link network, local Learning & Skills Councils, regional development agencies (RDAs), enterprise agencies, chambers of commerce, training organisations, local authorities, economic development units (EDUs), banks and of course independent practitioners. You are all welcome!

## START AND FINISH TIMES

We kick off with the essential tea and coffee (caffeine!!) available from 9.15 for a prompt start at 9.30. Programmes finish around 16.00 to 16.30 but actual times may vary depending on circumstances on the day.

## CONTENT

Programmes are designed to be interactive, memorable and enjoyable. Consequently content comprises a mix of presentations, case studies, self assessment, group syndicate exercises, open discussion, videos, role play simulations, live internet feeds, best practice documentation and more. Actual content used varies from programme to programme and depends on the subject concerned. There is no pre-work to do but please let us know your background and if there is anything specific you want to achieve - we'll always do our best to help.

## WHAT'S INCLUDED?

All food and refreshments, training materials and Institute certification. We don't build rafts and paddle across rivers so no need for a wetsuit. Just bring yourself!

## STANDARDS MAPPING

All of our programmes are closely mapped to the requirements set out in the national occupational standards (SFEDI) for Business Support.

## CPD AND CERTIFICATION.

Each full day counts as 7 hours of continual professional development (CPD) which is certificated by the Institute of Business Consulting. Your personalised Institute training certificate is laminated for safe keeping and then sent directly to the person who made the original booking.

## ACCREDITATION

Each programme is available as a stand alone item or as a module of "the 5 Star Adviser", our unique Business Adviser development, assessment and accreditation programme (see page 24/25).

## PRICING

Members of the Institute of Business Consulting benefit from reduced programme rates. Please see our separate list of dates and venues for details of pricing, discounts and special offers. Prices quoted are exclusive of VAT.