

## Project Management Application Workshop

At Provek we run many formal training courses for organisations leading to a qualification, such as the Association for Project Management (APM)'s Project Fundamentals Qualification (PFQ) and the Project Management Qualification (PMQ).

While these courses include many practical exercises, and are interactive throughout, there is inevitably a tendency to focus on the examination. Once the delegates are back in the workplace, it is important they have time and support to be able to put what they learn into practice if your organisation is to maximise its investment in the training.

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### Who will benefit

It is suitable for all levels of staff who have been trained to a level equivalent to the Association of Project Management's Project Fundamentals Qualification or above. It is not necessary to have achieved any formal qualification.

### Course content and style

The facilitated workshop will focus on applying key project management tools and techniques to a comprehensive project scenario. Delegates will be allocated into small teams and expected to 'manage' the project from receipt of the initial business case through to the post project review. Additional 'project' information will be given on completion of each task which will allow the next task to be performed.

Activities include:

- reviewing a business case
- developing project scope
- creating a schedule of work
- identifying assumptions
- designing a project organisation and assigning roles and responsibilities
- creating a responsibility assignment matrix
- conducting a comprehensive risk review
- performing stakeholder analysis and creating a communications plan
- managing a change request
- handling a difficult situation regarding stakeholders
- conducting a post project review

The delegates will learn a lot about themselves and others in the team. There will be key points throughout the day where the delegates will review the work of the other teams and reflect on their own. The emphasis will be on reflection and constructive feedback

### Facilitator

The workshop will be facilitated by an experienced senior project management consultant who has been assessed by the Association of Project Management and authorised to run events of this type.

### Feedback

Provek have run many of these events and have had very positive feedback from each one. Past delegates have found them extremely useful in applying the theory of project management and felt better equipped to go back into the workplace and be more confident in using the techniques practiced. Many have echoed a recent delegate who stated that the workshop 'brought everything together and made sense.'

### Further information

For more information please contact Provek on 01635 524610 or email [enquiries@provek.co.uk](mailto:enquiries@provek.co.uk)