

This course is for professionals who as part of their role are required to plan and execute the implementation of projects during which teams and stakeholders need to be organised, engaged and kept informed. The programme lays out a simple structure for considering all aspects of project implementation to ensure they are planned and communicated effectively to deliver results in line with business expectations.

For all dates and venues, see [here](#) or call **0800 619 1230**

This course can be taken individually or as an additional module for an Impellus Certificate of Learning in Commercial Skills at Level 3.

9:30 – 10:00	Welcome, overview and introduction to the programme	
10:00 – 11:15 <i>What constitutes viable and successful projects?</i>	<ul style="list-style-type: none">• Definitions of a project and key elements of success• Exploring the impact and differences of Leadership and Management on project delivery	<ul style="list-style-type: none">• Identifying the three complexities of project management <p><i>The day starts by defining a project and its role within organisations and considering what leads to successful project implementation, before identifying the differing effects of leadership and management on a project. Delegates then consider the importance of identifying and dealing with project complexities.</i></p>
11:15 – 11:30	Break	
11:30 – 13:00 <i>A structured approach to providing clarity</i>	<ul style="list-style-type: none">• The four stages of a project• Engendering buy-in through clear visioning	<ul style="list-style-type: none">• Stakeholder analysis• Clear start-up documentation <p><i>During this session the delegates begin to create their own project plans on a current or future project. We then explore the importance of ensuring stakeholder engagement through clarity of vision, analysis, and a structured Project Initiation Document.</i></p>
13:00 – 14:00	Lunch	
14:00 – 15:15 <i>Robust planning for all eventualities</i>	<ul style="list-style-type: none">• Ensuring success through a robust planning tool• Scrutinising the plan	<ul style="list-style-type: none">• Allocating resources and mitigating risk <p><i>In this session delegates plan their project in detail by creating a PERT diagram to establish the critical path before exploring its usefulness in calculating the required resource. The importance of identifying and mitigating risk is then established.</i></p>
15:15 – 15:30	Break	
15:30 – 16:30 <i>Ensuring the plan works now and into the future</i>	<ul style="list-style-type: none">• Implementing the plan through quality delegation and allocation of tasks• Project measurement and review	<ul style="list-style-type: none">• Closing down a project and ensuring that lessons are learned for the future• Bringing it all together and action planning <p><i>The final part of the day takes delegates through the process of implementing the project through effective delegation of tasks before considering the importance of measurement, review, and project closure. To conclude the day, delegates write up their own personal action plan.</i></p>

All Impellus courses are designed to be enjoyable and highly informative. Delegates are given a welcoming and comfortable environment in which to reflect, challenge and learn. The focus is on being able to bring new skills and thinking back into the workplace.