



COMPETENT PLANNER

Good planning is at the heart of good programme and project management yet all too often, good practice that is learned on training courses is not put into practice in the real world.

The quality of project planning is generally poor, not surprising when qualification courses spend such little time on this core skill. We try to address this by covering key concepts and applying them to practical scenarios to bring the concepts to life.

This course can lead to a nationally recognised award accredited by C4CM™ following an assessment exercise.

Target Audience

This course is ideal for any staff involved in either a programme or project role that involves planning, for example:

- Project Managers and their teams
- Programme Managers who have recently been appointed
- Programme and Project office staff
- Business Change Managers

Course Benefits

- Increased confidence in using common planning techniques
- Explains which techniques to use, when to use them and how
- The elements to consider when developing a plan
- Techniques and tools to help construct an achievable plan
- Measures that enable effective control of the plan

Duration: Two-day workshop plus eLearning module access for 12 months.

Pre-Requisites: Attendees should be working in a Programme or Project environment and ideally have experience of constructing plans.



About Aspire Europe

We are a company with roots entrenched in change programme management and performance improvement and have been at the forefront of thought leadership for 10 years, providing the lead authors for the 2007 and 2011 Managing Successful Programmes (MSP®) and the P3M3® Maturity Model for 2008 and 2015.

The book that supports the course, “Practical Guide to Project Planning” was written by ourselves and published by the TSO.

We look at the tools and techniques that will be helpful day-to-day and identify areas where further development will help.

In-House Event: Price on application
C4CM Qualification: £175 per person (optional)

For more details please contact us

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Course Outline

Module	Content
Day 1: Planning Overview	This session covers: <ul style="list-style-type: none"> • Types of plans • Planning Principles • Challenges facing good planning • Roles and responsibilities
Day 1: Designing the plan	<ul style="list-style-type: none"> • Setting objectives • Stakeholder engagement • Defining and categorising business requirements • Identifying obstacles
Day 1: Designing the plan	<ul style="list-style-type: none"> • Mapping the journey and outcome mapping • Output planning • Product sequencing • Product descriptions
Day 2: Plan development	<ul style="list-style-type: none"> • Stage planning • Milestone planning • Resource plans • Scheduling • Risk management
Day 2: Plan delivery	<ul style="list-style-type: none"> • Risk and issue management • Stakeholder management • Schedule management • Cost management • Quality management • Lessons learned
Day 2: Action Planning	This session covers: <ul style="list-style-type: none"> • Delegates to develop an action plan to go back and deliver effective and efficient business change through the PMO as a support function.