



PLANNING PRINCIPLES

Introduction

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.

This course covers the key concepts and reminds practitioners of the good practice principles. This course can lead to a nationally recognised award accredited by ILM 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:

- Operations staff taking up a BCM role
- 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
- The elements to consider when developing a plan
- Techniques and tools to help construct a realistic plan
- Control measures that enable effective control of a plan

Duration: One day workshop and 20 hours of study time for the Certificate.

Pre-Requisites: Attendees should be working in a Programme Office and/or have attended/completed the Programme Management Overview course.



About Aspire Europe

Our roots are entrenched in Change Programme Management and Performance Management and we are committed to improving the efficiency and effectiveness of organisations through the transfer of our knowledge and experience to your people.

We constantly strive to offer refreshing, stimulating and interesting events facilitated by consultants with a wealth of experience and examples to enhance your learning experience.

We offer further accredited courses to continue your development.

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

For more details please contact us

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Course Outline

Module	Content
Planning Techniques	This session covers: <ul style="list-style-type: none">• Designing a plan• Output (product) based planning• Activities, dependencies and assumptions• Estimating• Scheduling Critical path analysis• Costing a plan
Planning Standards	This session covers: <ul style="list-style-type: none">• Methods of standardisation• Resources productivity/utilisation• Roles and responsibilities• Functional components• Plan presentation
Planning Controls	This session covers: <ul style="list-style-type: none">• Risk, Issue and Change control• Management Stages• Milestones• Tolerances• Measurement techniques• Lessons learned• Communication
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.