



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: 1 day workshop, total of 20 hours of study time for the Certificate.

Pre-Requisites: Attendees should be working in a Programme Office or/and have attended the Programme Overview 1 day course.

Public Courses: Public courses are based around a case study.

In-House Courses: Can be tailored around a current or planned Change Programme.

About Aspire Europe

We are a company with roots entrenched in change programme management and performance improvement and have been at the forefront of leadership for 10 years, providing the lead authors for the 2007 and 2011 Managing Successful Programmes and the P3M3® Maturity Model for 2008 and 2013.

Aspire Europe is an organisation dedicated to delivering change through programme management. We see this critical to the success of change in organisations as we have provided consultants to perform this activity in the past.

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

Public Event: Price on application

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
Planning Techniques	<p>This session covers:</p> <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	<p>This session covers:</p> <ul style="list-style-type: none"> • Methods of standardisation • Resources productivity/utilisation • Roles and responsibilities • Functional components • Plan presentation
Planning Controls	<p>This session covers:</p> <ul style="list-style-type: none"> • Risk, Issue and Change control • Management Stages • Milestones • Tolerances • Measurement techniques • Lessons learned • Communication
Action Planning	<p>This session covers:</p> <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.