

# The Performance Group

*The following brands are all trading names of The Performance Group Limited*

Human Performance   HR Performance   Recruit Performance   Retail Performance   World Wide Web Performance   Printing Performance

# EDI

Supporting learning  
and performance

**Welcome to the Introductory Certificate to Successful Project Management – Level 2** - a practical workshop from **Human Performance** which has been written to introduce candidates to the knowledge and understanding requirements of the **National Occupational Standards** for planning, preparing, managing the running of and completing strategic projects. The **Introductory Certificate to Successful Project Management - Level 2** is an approved **EDI Endorsed Qualification** and successful completion will lead to candidates gaining the **Level 2 EDI Vocational Qualification**.

## **National Occupational Standards Covered**

- **MGG004 – Planning & preparing for projects**
  - **MGG004.1** – Agreeing the project’s scope and definition with the sponsor
  - **MGG004.2** – Develop your plans to achieve the project’s goals
  - **MGG004.3** – Establishing the project’s resourcing and control methods
- **MGG005 – Managing the running of strategic projects**
  - **MGG005.1** – Leading the project team
  - **MGG005.2** – Monitor and adjust activities, resources and plans
  - **MGG005.3** – Develop solutions to project problems
  - **MGG005.4** – Maintain communication with project stakeholders
- **MGG006 – Complete strategic projects**
  - **MGG006.1** – Ensure the completion of project activities
  - **MGG006.2** – Evaluate the effectiveness of project planning and implementation

**Please note:** This programme is an introduction to project management and is clearly focused on developing the knowledge and understanding requirements, as well as the core skills, that candidates will require to successfully manage projects in the future. To fully meet - and be measured against - the benchmark of these three national occupational standards, candidates will need to undertake a project management role in the future and put into practice the knowledge and understanding from this programme to develop their competence, as well as undertake further appropriate continual professional development against these units.

## **Target Audience**

- The **Introductory Certificate to Successful Project Management - Level 2** has been designed specifically to provide the stepping stone required for employees who wish to take on more responsibility and ownership within a project in the future. The programme is particularly useful for organisations wishing to develop the success of their current and future project management activities.
- This programme is also ideal as a means of employers providing a structured succession plan for their future requirements of project management.
- No previous qualifications are required to gain access on to this workshop other than a desire to learn simple but effective project management techniques to develop a candidate’s career. A multiple choice paper has to be completed at the close of the programme so a good standard of reading and writing is essential.

# The Performance Group

## Programme Overview

- The **Introductory Certificate to Successful Project Management - Level 2** is a highly participative and practical workshop that will enable all candidates to develop their skills towards the three **National Occupational Standards** detailed earlier. Group activity, discussion, practical activities and observation are all used to maximise the candidate's skills and knowledge retention.
- Each phase of the project management process is discussed in detail and candidates are provided with practical activities to help understand the various elements of the project process life cycle. Numerous techniques are covered to enable the skills to be fully utilised when back in the workplace.
- All candidates receive a detailed workshop manual and a back to work action plan designed to encourage use of the new knowledge to assist in developing competence.

## Programme Aims

- This **Introductory Certificate to Successful Project Management - Level 2** aims to introduce candidates to the four phases of the project management life cycle using an interesting and engaging role play case study which will enable them to take greater ownership within projects they are involved in – either now or in the future. This programme will also provide candidates with a clear route for career progression into project management should they so desire. Success at this Level 2 Qualification - followed by six months in a project management role - will enable a candidate to gain access to our Level 3 Management and Leadership EDI Qualification in the future.

## Programme Objectives

- Candidates will be introduced to what defines a project and the unique characteristics contained within projects. They will understand the role and responsibilities of the project manager and the various problems that can occur within their projects. Next there will be an introduction and explanation of the four phases of a project before they are introduced to their role play case study. The case study will be used throughout the remainder of the programme to practice the various techniques covered in the workshop.
- Candidates will learn about and practice developing the four documents required of phase one as well as discovering a simple but highly effective planning technique to manage the seven steps of the planning phase. The programme will focus on the core responsibilities of the project manager during the implementation phase before concluding with the three elements of run down and closure. Candidates will have access to useful templates to use when back at work.

## Programme Structure

- The **Introductory Certificate to Successful Project Management - Level 2** comprises one unit entitled 'An Introduction to Project Management', made up of 14 guided learning hours delivered across 2 x 7 hour sessions. It is mandatory that candidates attend and complete all sessions, as well as pass a multiple choice exam paper, in order to achieve the qualification. A 'pass' is the only mark offered; the qualification is not graded. A pass will be achieved by scoring a minimum of 75% in the exam paper.

## Programme Learning Outcomes

- **LO1** **Understand the concept of project management**
- **LO2** **Describe the process for defining a project**
- **LO3** **Discuss the elements of effective project planning**
- **LO4** **Explain the methods for implementing and executing a project**
- **LO5** **Review the procedures for successful project closure**

## Certification

- All candidates that attend and complete all workshop sessions and achieve a minimum of 75% in the multiple choice paper and successfully meet each learning outcome will receive the **Introductory Certificate to Successful Project Management - Level 2** from the National Awarding Body **EDI**.

# The Performance Group

## **Programme Content**

- A detailed programme overview is provided at the end of this prospectus.

## **Delivery Methods**

- Tutor facilitation and input
- Group activity and discussion
- Case studies and role play
- Multiple choice test paper

## **Workshop Timings**

- The workshop is delivered over two consecutive days and will commence promptly at 9:00am and will finish no later than 5.00pm. There will be a lunch break at 12.30pm and each session will last for 50 minutes followed by a 10 minute break.

## **Workshop Numbers**

- Maximum of 12 candidates

## **Support Material**

- All candidates will receive a comprehensive workshop manual with quality session summary sheets covering each element of the **Introductory Certificate to Successful Project Management - Level 2** workshop to enable full utilisation of the workshop learning's back in the workplace.
- As for all **Human Performance** workshops candidates will be provided with **free** telephone support for as long as required following the workshop to assist them as they put the knowledge into practice and as they ultimately move into project management roles in the future and tackle the various challenges that such a role presents.

## **Programme Facilitator**

- The **Introductory Certificate to Successful Project Management - Level 2** is facilitated by **James Turner**. James is an exciting, creative and innovative facilitator of experiential learning with over 20 years experience of successful senior management responsibility. James has numerous teaching and training qualifications and is a qualified advanced facilitator of experiential learning.

## **Candidates with Special Learning Needs**

- Prospective candidates with special learning needs (or clients with employees with special learning needs) are encouraged to contact **Human Performance** prior to enrolment on this programme to discuss any additional help they may need to complete this programme. **Human Performance** will endeavour to assist any candidate where it is practicable to do so.

## **Equal Opportunities & Valuing Diversity**

- **Human Performance** recognises and values the diversity of all candidates (and potential candidates) and will actively promote the richness that this diversity engenders. **Human Performance** takes the commitment to equality of opportunity seriously and bases its relationships with clients and candidates on mutual trust, respect and the appreciation of individual differences.
- This means that discrimination or harassment, whether directly or indirectly, on the grounds of age, gender, marital or civil partnership status, gender reassignment status, race, colour, nationality, ethnic origin, national origin, disability, sexual orientation, religion or belief will be opposed.

# The Performance Group

## ***Equal Opportunities & Valuing Diversity continued...***

- For avoidance of doubt, no candidate, (or prospective candidate), will be prevented from accessing a **Human Performance** facilitated learning programme - whether access to the programme is administered by a client or by **Human Performance** through its open courses - on the grounds of age, gender, marital or civil partnership status, gender reassignment status, race, colour, nationality, ethnic origin, nationality, national origin, disability, sexual orientation, religion or belief.
- By commissioning or attending a **Human Performance** workshop, clients and/or delegates agree to abide by our **Equal Opportunities & Valuing Diversity Policy** which is available in full from our website: <http://www.humanperformance.co.uk> (Click on "**EDI Approved Centre**" and then click on "**Policies & Procedures**").

## ***Next Steps to Skills Development***

All **Human Performance** workshops are designed to be stand alone skills development opportunities dealing with specific subject areas covered by **National Occupational Standards**. However, our workshops are also used by our clients to offer structured internal management development programmes, both to develop the current job skills of staff as well as develop key people for the organisations succession planning. The following workshops are natural progressions to the **Introductory Certificate to Successful Project Management - Level 2**:

- ***EDI Introductory Certificate in Management & Leadership Techniques - Level 2***
- ***EDI Certificate in Effective Time Management – Level 3***
- ***Developing your Communication Skills***
- ***Negotiation Skills – Influencing and Persuading Others***
- ***Coaching Techniques – Passing on Practical Skills***
- ***Techniques for Effective Problem Solving***

***Once a candidate has moved into a team leadership role, the following programmes will offer continual professional development against additional management national occupational standards:***

- ***EDI Certificate in Successful Project Management – Level 3***
- ***EDI Certificate in Supervisory Management & Leadership Techniques – Level 3***
- ***EDI Certificate in Managing Human Performance – Level 3***
- ***EDI Certificate in Techniques for Conducting Effective Appraisals – Level 3***
- ***Practical Employment Law for Line Managers***
- ***Becoming More Assertive – A Strategy for Improvement***
- ***Delivering Quality Service – A Model for Continuous Improvement***
- ***Recruitment & Selection Skills – Making the Right Choice***

For details about the above **Human Performance** workshops and any other developing skills workshops please visit our website at <http://www.humanperformance.co.uk> or alternatively please do not hesitate to contact us on **0845 880 2255**.

***A detailed programme overview is provided on the next page...***

# The Performance Group

## *Detailed Programme Overview for the Introductory Certificate to Successful Project Management - Level 2*

### **Module 1 - Understand the concept of project management**

- **Understanding project work**
- **Difficulties encountered with projects**
- **Understanding the role of the project manager**
- **The four phases of a project**

### **Module 2 - Describe the process for defining a project**

- **Phase 1: Conception & Definition**
- **Project management activity brief – case study**
- **Project management activity brief – stakeholders**
- **Project management activity brief – key stakeholders**
- **Gathering information from key stakeholders**
- **Project management activity brief – gathering information**
- **Technique for writing objective statements**
- **Project management activity brief – objectives statement**
- **The scope of work statement**
- **Project management activity brief – scope of work template**
- **Understanding risk management**
- **Project management activity brief – risk assessment**

### **Module 3 - Discuss the elements of effective project planning**

- **Phase 2: Planning**
- **Task-boarding as a planning technique**
- **Project management activity brief – task-boarding**

### **Module 3 - Discuss the elements of effective project planning continued...**

- **Identifying how long the project will take to complete**
- **Project management activity brief – time estimation**
- **Developing the project budget**
- **Project management activity brief – cost estimation**

### **Module 4 - Explain the methods for implementing and executing a project**

- **Phase 3: Implementation & Execution**
- **Key responsibilities of the project manager**
- **Project management activity brief – controlling the project**
- **Dealing with project problems**
- **Project management activity brief – problem solving**
- **Meetings to be held during phase 3**

### **Module 5 - Review the procedures for successful project closure**

- **Phase 4: Run-down & Closure**
- **The importance of producing the final report**
- **Project management activity brief – update on case study**
- **Project management activity brief – final report**

### **Module 6 – Assessment for EDI Qualification**

- **Structured workshop review with facilitator**
- **Candidate personal revision time**
- **Multiple choice paper assessment**

**Please note:** We are constantly evaluating and reviewing all our programmes to ensure that Human Performance continue to offer the very best learning opportunities for clients and candidates. As a result of these reviews we may amend programme content to better assist candidates to achieve the programme objectives and learning outcomes.

All workshop prospectuses will be updated periodically to reflect any changes to our modules and session plans but Human Performance reserves the right to substitute any modules and sessions detailed above which it believes will improve upon the objectives of the workshop whilst ensuring that workshops stay closely mapped to the relevant National Occupational Standards.