

## Retail Project Associates Ltd

### Practical Project Management Workshop

#### Introduction

RPA have extensive experience and a successful track record of managing projects on behalf of High Street retailers and leading equipment suppliers. This workshop is delivered drawing on these experiences and the sharing of real project situations, discussion of common problems and how to deal with them

#### Workshop Overview

Our workshop incorporates the basic concepts and methodologies of project management tailored to meet the needs of your business or your managers' personal development needs

#### Who is the course designed for?

- Non Project Managers requiring a basic understanding of Project Management
- Newly appointed Project Managers who may wish to progress to nationally recognised qualifications i.e. PRINCE2, APM Certificate
- Qualified PRINCE2 or APM Project Managers who need a refresher or guidance in the real life application of those tools and techniques
- Key project personnel looking to develop their project management skills

#### What does the course cover ?

- **Project Management overview**
  - What is a project
  - What is project management
  - Why projects fail
  - Key deliverables
- **Planning the project**
  - Identifying activities
  - Developing brief/scope of works
  - schedule planning
- **Stakeholder Management**
  - Who are stakeholders
  - Analysis of requirements
  - Communication

- **Risk Management**
  - Risk Analysis
  - Evaluation
  - Risk Register
- **Implementation**
  - Meetings/Reviews
  - Change Control
  - Reporting
  - Communication
  - Project Control
- **Project Closure**
  - "Sign Off" by client/sponsor
  - Learning Review
  - Closure

**After attending our Practical Project Management Workshop attendees will be able to:**

- Apply best practice project management skills
- Use a range of tools, templates and documents
- Successfully plan and implement projects
- Deliver projects within budget on time and to agreed quality

**Price:**

- Half Day Workshop for up to 10 delegates: £500 plus VAT
- Full Day Workshop for up to 10 delegates: £750 plus VAT
- Or we can tailor the workshop to suit your own requirements – contact us to discuss

**Contact RPA for more information**

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