TSP learn

Project Management Essentials

Programme Information

What does this programme cover?

Have you heard of projects that have overrun? Gone over budget? Been out of control? Project Management Essentials has been designed to give you the key areas of knowledge and skills required to start managing projects efficiently and effectively.

Who is the programme suitable for?

- Managers, employees and individuals at all levels who are being asked to run projects within their areas of responsibility.

- Those who are looking for an entry point into becoming a project manager.

- Those in teams who will be involved in projects focused on improving systems, processes and performance.

How is the programme delivered?

We have a range of flexible learning options that include:

- Online workshops - 2 x 3 hour workshops delivered within an online learning classroom or using your own preferred platform.

- Site based workshop - 1 day workshop delivered at your preferred site location.

What related training/qualifications could candidates progress to?

Candidates completing this qualification could consider a wide range of further study including:

- Level 3 and 5 Management qualifications and apprenticeships.

- Stress Management & Resilience workshops.

- Presenting & Presentation Skills workshops.

- Time Management & Prioritisation workshops.

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Education & Skills Funding Agency | matrix | Apprenticeships | Active iQ | iwfm Institute of Workplace and Facilities Management | ilm | NCFE | Ofsted Good Provider

Programme Content

Our delivery team consists of experienced training consultants that provide your teams with the support that they need to maximise their knowledge and skills development whilst on programme. Prior to our delivery dates we will ensure that we have tailored and contextualised our programme content to reflect your business needs. All of our learning programmes contain active learning content that can be taken into the workplace to improve business performance.

All programmes are available throughout the year. We work with you to coordinate the dates and modes of delivery (online or site based) that you need. For further information or to discuss your needs, please get in touch using the contact information below.

What is a Project?

- Understanding projects and their attributes.
- Introducing the project lifecycle.
- Initiation stage.
- Defining a project's scope and purpose.
- Understanding the project constraint triangle.
- Statement of work and project planning.

The Project Manager

- The role of Project Manager.
- The characteristics of an effective Project Manager.
- Planning the key to success.
- Forming the project team & responsibilities.
- Work breakdown structure.
- Scheduling.
- Managing risk and contingency.
- Critical path analysis.
- PERT analysis.
- Resources and budgets.

Execution, Monitoring & Close Out

- Keeping the project on track.
- Resolving issues.
- Managing change.
- Delivering the final outcome.
- Evaluating success.
- Sharing lessons learned.
- Close out process.

Would your organisation benefit from…

- Assessing the level of digital/ICT skills across the workforce?
- Addressing English and Maths skills across the workforce?
- Providing flexible learning opportunities for staff to upskill in any of these areas?
- We can help, contact us today.

We also provide:
Levy Funded Apprenticeship Delivery

- Leadership & Management Level 3-5
- Customer Service Level 2-3
- Business Administration Level 3
- Facilities Management Level 2-4
- Security Management Level 3
- Passenger Transport Operations/Management Level 2-4

*TSP is offering a 10% reduction on the value of orders for TSP Pro courses confirmed in July & August 2023

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