

# Project Management

Short course; designed in the United Kingdom by  
The Institute for Professional and Executive Development - IPED



## Specification

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Course Title	Project Management
Category	Short (Executive) Course; Continuing Professional Development (CPD) course
Entry Requirement	None
Mode of Delivery	The course can be delivered: <ul style="list-style-type: none"> <li>o through educational workshops, seminars or events</li> <li>o using online or e-learning methods</li> </ul>
Language of delivery	English
Assessment and Certification	No formal assessment such as written examination is required. A learner is deemed to have successfully completed the course through active participation during the delivery of the course.
Total Learning Hours	Flexible. Can be completed in any amount of hours; dependent on learner's circumstances. It is however recommended that the total number of hours should not exceed 30, if actively delivered.
Grading System	None
Study manual	A comprehensive learning material is provided by IPED to support the delivery of this course.
Course Monitoring	The course will be regularly reviewed by the Academic Advisory Board (AAB) to ensure that it remains fit for purpose. The IPED Suggestion and Feedback System will be used to collect information from users of the course to make informed decision on quality improvement.



## Course contents

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### Fundamentals of project management>>

- 1.1 Definition and significance of project management.
- 1.2 Types of projects.
- 1.3 Project life cycles.
- 1.4 Factors influencing project success or failure.
- 1.5 Meeting cost, performance and time objectives of projects.
- 1.6 Stakeholders' impact on project outcomes.
- 1.7 Feasibility analysis in project management.
- 1.8 Project risk management.
- 1.9 Use of PRINCE2 methodology.



### Planning and scheduling>>

- 2.1 Roles played by the project manager, project director, project engineer and the project support office in project planning and scheduling.
- 2.2 Nature and significance of work breakdown structure (WBS).
- 2.3 Nature and purpose of statement of work (SOW).
- 2.4 Nature and significance of organization breakdown structure (OBS).
- 2.5 Introduction to network diagrams (overview, pros and cons).



### Managing project costs>>

- 3.1 Elements of project costs (fixed and variable costs).
- 3.2 Project manager's role in controlling project costs.
- 3.3 Total cost approach.
- 3.4 Contribution of audits and fraud prevention measures in project cost management.
- 3.5 Budgets (benefits, types, budgetary control etc.).
- 3.6 Variance analysis.



### Change management>>

- 4.1 Types of change (i.e. structural change, cost cutting, process change, and cultural change).
- 4.2 Approaches to change (i.e. economic approach, and organizational capabilities approach).
- 4.3 Systematic approach to change management.
- 4.4 How to make the (project) organization change-ready.



#### Managing occupational health and safety>>

- 5.1 Occupational Health and Safety Management (OHSM) explained.
- 5.2 Definition of key OHSM terms.
- 5.3 Reasons for promoting good standards of Occupational Health and Safety.
- 5.4 Employers' duty of care.
- 5.5 Levels of statutory duty.
- 5.6 Major international health and safety systems.
- 5.7 Benefits of having health and safety systems.



#### Managing procurement>>

- 6.1 Nature and purpose of procurement management.
- 6.2 Purchasing cycle.
- 6.3 Key issues relating to supplier selection.
- 6.4 Introduction to logistics and supply chain management.
- 6.5 Outsourcing (overview, advantages and disadvantages).
- 6.6 Inventory management (nature and purpose).
- 6.7 Working Capital Management (nature and purpose).
- 6.8 Negotiating (stages, and negotiating skills).

Enquiries to:  
Short courses@  
Institute for Professional &  
Executive Development  
England  
United Kingdom  
[www.iped-uk.com](http://www.iped-uk.com)  
[info@ipeduk.com](mailto:info@ipeduk.com)

