RSB Training Programme: An Introduction to Project Management

Course content participants will learn the skills and planning tools they need to successfully complete a project, and to anticipate and resolve the issues they are likely to encounter on the way.

Who is the course aimed at?

For those who have recently become involved in or responsible for project management but who have limited or no experience or training.

What does the course cover?

- Project definition - How to define a project, project scope and creep
- Risk analysis - Anticipate and prepare for potential issues in advance
- Tools for planning and analysis - Flow and Gantt Charts, critical path analysis
- Scheduling, organisation and implementation - Reality and reality checking
- Tracking progress and progress review - Tracking, don't lose sight of the big picture
- Closing and debrief evaluation - Finishing properly
- Budgets, estimates and cost control - Don't go broke in the process

Participants will receive a course booklet covering the topics and ideas discussed, and exercises to develop their confidence in using them.

Further information

Course tutor Cliff Collis worked as a communications specialist for a large drug company, working with drug development teams in knowledge/issue management for meetings with upper company managers and regulators to progress new drugs through the development process.

Feedback from attendees of Cliff's course:

"Excellent – comprehensive course materials and useful exercises"

"Brilliantly in-depth whilst still covering a wide range of aspects"

Contact

For more information and to register your interest, please contact our training officer.