



Business Change Planning

Date:

Nov 12, 2012

Venue:

Dennett House, 11 Middle Street, Taunton, Somerset, TA1 1SH

Description:

Good planning is at the heart of good programme and project management. This course covers the key concepts and reminds practitioners of the good practice principles.

Participants can choose to undertake an assessed activity (Option 2) which, upon successful completion, will lead to 3 credits towards the Certificate in Change Management, accredited by EDI. 13 credits are required for the full Certificate.

This course is ideal for any staff involved in either a programme or project role that involves planning.

- Project Managers and their teams
- Programme Managers who have recently been appointed
- Programme and project office staff
- Business Change Managers

Aim:

- Improve the quality of planning for programmes and projects
- Cover the basic concepts of planning that should be observed by all programmes and projects
- Undertake practical exercises in using the Planning Principles
- Demystify key concepts and terminology of planning

Content:

Planning Techniques

- Designing a plan
- Output (product) based planning
- Activities, dependencies and assumptions
- Estimating
- Scheduling Critical path analysis
- Costing a plan

Planning standards

- Methods of standardisation
- Resources productivity / utilisation
- Roles and responsibilities
- Functional components
- Plan presentation

Planning Controls

- Risk, Issue and Change control
- Management Stages
- Milestones
- Tolerances
- Measurement techniques
- Lessons Learned
- Communication

Action Planning

Participants will develop an action plan to deliver effective and efficient business

TRAINING DETAILS

Course Ref:

LG/12/783

Closing Date:

03/10/2011

Course Administrator:

For all enquiries email training@swcouncils.gov.uk or call 01823 270101

Related Courses:

- [Bribery Act](#)
- [Business Change Planning](#)
- [Change Management Principles](#)
- [Contract & Consumer Law](#)
- [Corporate Manslaughter](#)
- [Managing Successful Programmes](#) (MSP Foundation)
- [Managing Successful Programmes](#) (MSP Overview)
- [PRINCE 2](#) (Combined Foundation & Practitioner)
- [Risk Management](#)
- [Shared Services](#)

"Thank you so much, I have really enjoyed my learning"

"Fantastic trainer, fantastic course"

CPD: 6 hours

Option 1

Member Organisations: £150
Associate Organisations: £170
Non-Member Organisations: £190

Option 2

Member Organisations: £375
Associate Organisations: £415
Non-Member Organisations: £455

(All prices subject to VAT. Discounts for multiple bookings may apply)

change through the PMO as a support function

