

Project Management in Transport Planning



Overview

This course is designed to introduce all aspects of project management to transportation practitioners and to provide fundamental knowledge to project management practice. It teaches people skills rather than a methodology such as PRINCE, Projects or Agile. You will understand the importance of human capability in project management to leverage processes and methodologies and in getting the best out of everyone involved in the project for a successful delivery including the project manager.

Pre-course questionnaires will be completed by participants and the course is tailored to reflect their requirements.

Learning outcomes

On completion of the course, delegates will:

- Understand the principles of project management and associated methodologies
- Identify gaps in individual training and skills sets to becoming effective project managers
- Understand how individual personality traits can improve on project management processes
- Communicate more effectively
- Plan for successful project delivery
- Manage teams effectively: when things are going well, when they are not
- Apply project controls and moving projects on

Who should attend

- Anyone with interest in project management, new project managers
- Experienced professionals seeking refresher and understanding of people centric project management

Topics Covered

Topics covered include:

- project planning and implementation
- project management process and lifecycle
- project controls
- project management methodologies
- management styles
- leadership styles and personality traits
- soft skills

Programme*

Introduction and Course Objectives

- Introduction of attendees and course objectives

Awareness

- Understanding the difference between projects and operations
- awareness of key project roles and responsibilities and elements required for successful project delivery

Methodologies

- Understanding different Project management methodologies
- Associated pros and cons

Break

Leadership

- Awareness of leadership styles, associated personalities and application
- Best in class project manager attributes, understanding why projects fail

Workshop One

- Leading teams
- Team dynamics
- Personality test

Lunch

Project Planning

- Project planning and implementation
- Understanding principles of project set up, planning, resourcing, constraints mapping and defining success criteria
- How to delegate
- How to inspire your team

Project Control

- Project monitoring
- Budgets and resourcing
- Communication, reporting and stakeholder management

Break

Project Control

- Risk management, quality control and change management
- Scope definition and change control
- Closing a project

Workshop Two

- Real life project planning

Q & A

Course Close

Project Management in Transport Planning

Registration Form

Title	First Name	Surname
Position		
Organisation	Department	
Email		
Telephone		
Address		Post Code
Dietary or access requirements		

Attendance Fees (Please write amount)

Standard Rate _____ + VAT	CILT/Local Authority/Charity Rate _____ + VAT
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Terms & Conditions

1 Registration Form Applications should be made on the official registration form. Photocopies are accepted. One form should be completed for each delegate attending the event. It is important that all sections are completed legibly. Delegates are advised to retain a copy of the registration form for reference before sending. **2 Fee** Fees include attendance at lectures, lecture notes, lunch and all refreshments unless otherwise indicated. Fees do not include overnight accommodation, breakfast and evening meals unless stated. **3 Acknowledgement** Receipt of a registration form will be acknowledged by email, delegates will be sent an invoice and an email of acknowledgement. Joining instructions, including a map, will be sent to each delegate by email approximately one week before the start of the event. **4 Payment** Unless otherwise stated payment in full must be made at the time of booking. All prices are exclusive of VAT, unless stated otherwise. **5 Cancellation** All cancellations, or alterations to a booking, must be received in writing. To avoid cancellation penalties, substitutes will be accepted at any time, if notified in writing and in advance of the event. Adjustments in fees will be made if there is any change in fee category. Cancellations received in writing up to 7 days before an event will be subject to an administration fee of £75 + VAT or the event delegate fee whichever is the lower. Cancellation within 7 days of the event date or a 'no show', will be liable for the full fee. **6 Disclaimer** PTRC reserves the right to vary the programme and to cancel an event if it is under subscribed or for any other reason. In the event of cancellation, where reasonably possible, PTRC aims to give delegates at least one weeks' notice and the fee will be refunded in full. PTRC will not be held liable for any pre-booked travel, accommodation or similar costs incurred under any circumstances whatsoever. **7 Data Protection** Details will be held on a database in accordance with the 1998 Data Protection Act. Information will be used for internal marketing purposes only and will not be shared with any external organisations.