

Project Management for Countryside Staff

Monday 16th to Tuesday 17th November 2009



Course description

A badly planned or managed project is doomed to failure before it even starts. This course demonstrates the systematic approach to project management that will bring projects to a successful conclusion on time and within budget. It covers all relevant aspects of project management from project initiation and production of the Terms of Reference document, project organisation and detailed planning to project control. The course will be centred on a series of practical group exercises which will reinforce and embed the important elements covered.

Who will benefit

Anyone who is or is likely to be involved in planning or managing a project or projects as part of their work remit

Anyone who is training for a post in which project management is likely to be part of the remit

What participants will gain

After attending the workshop participants will:

- ◆ Understand the typical phases of a project and the project cycle
- ◆ Understand the role of the project manager
- ◆ Be able to produce the Terms of Reference document at the initiation of the project and understand how this key document frames the whole process that follows
- ◆ Be able to produce the Work Breakdown Structure document and to organize the project in a logical way setting milestones to monitor progress
- ◆ Be able to carry out detailed project planning which will include estimating, dependencies, dependency networks and identification of the critical path within the project, the allocation of responsibilities and roles and production of a simple Gantt chart for scheduling and controlling the project
- ◆ Be aware of the importance of controlling the project by establishing effective monitoring systems and taking positive action to keep the project on track





Facilitator

Bruce Ferguson has worked in countryside management both in the North East and now nationwide for the last 24 years. His specialist subjects are countryside recreation management (including interpretation and community consultation), environmental education and woodland ecology, conservation and management. He is proficient in plant identification and habitat survey in particular grassland and woodland. He is involved with the production of interpretive plans, interpretive media, site development and management planning, the development and production of environmental education teaching resources and environmental education programme delivery. In addition to full time consultancy work for Countryside Management Services (UK) Ltd, he has lectured for the last 15 years on many different environmental land based modules from diploma to master's degree in the subjects he delivers professionally through his consultancy work. He has been a visiting lecturer at Sunderland University since 1999. In addition to an environment-based degree, he is a qualified arboriculturalist. He is a member of the Association for Heritage Interpretation and an Associate of the Institute for Earth Education.

Location

Rising Sun Countryside Centre
Newcastle-upon-Tyne

Cost

£120 excluding VAT
This is a non-residential course

Other information

Buffet lunch included
Refreshments included
It is important to book by 25th September however if you miss this date please ring to check availability

For further information please contact:

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To download a booking form visit www.cms-ne.co.uk