

Course Description and Outline

Course Title	Introduction to Project Management		
Level of Course	Beginners	Course Code	A0210 B0738 C0882
Duration in Weeks	3 or 5 weeks		
Brief Description of Course What will the course cover?	This course introduces you to the main concepts of project management. It will teach you all the basic concepts and give you practical skills to enable you to successfully deliver your project.		
Entry Requirements	None		
Main Learning Outcomes for all Learners (Maximum of 5) By the end of the course you will be able to:			
1	Conduct the appropriate analysis to start a project correctly		
2	Write a project brief case and set correct objectives for a project		
3	Explain the importance of planning and the contents of the project management plan		
4	Undertake product planning and activity planning techniques		
5	Understand project risk management and draw up a risk analysis document		
Equipment Required What will I need to bring to class?	You will need to bring the enrolment slip, notebook and pen.		
What courses can I go on to?	You may progress on to a Prince2 accredited course and also have the option to attend the APM's Introduction to Project Management Programme		
What examination or assessment will there be and what will it involve?			

There is no examination, but you will be continually assessed during the course

How will I know I am making progress?

The tutor will work with the group and individuals on short tasks to get them familiar with aspects of Project Management concepts

Is there anything else I need to know?

In general, we will not allow late entry to any course after the first two weeks. Short intensive courses and most workshops will not accept new learners after the first class.
In all cases the full fee will be charged

What if I want extra support? Contact the Learner Support & Advice Team

The Learner Support & Advice Team can support learners achieve their education and employment goals. Information, advice & guidance is given on a range of issues including, financial support and support available for learners who are disabled and learners with learning difficulties, Come and see one of experienced and friendly advisors who can help you make the next step. For further information, text **IDEA** and your name to **07950 080 341** or email **ideastorelearning@towerhamlets.gov.uk** and a member of the team will get back to you.