

## ILM Level 5 Award in Leadership and Management – Project Management

The Level 5 Award in Leadership and Management is for 'Middle or Experienced' Managers to improve their existing skills and capability in a competitive market. The award is made up of a number of units. This particular programme is focusing on Project Management Skills.

### Programme Units:

- Managing Projects in the Organisation
- Managing Resources
- Overview of Microsoft Project

**COURSE DURATION:** 4 DAY COURSE

### Course Content

#### Managing Projects in the Organisation

Project Sponsors, stakeholders and scope  
Work breakdown and product breakdown structure  
Gantt and bar charts, critical path analysis  
Methods of reducing project times and costs  
Resource analysis  
Methods to monitor and evaluate project progress and outcomes  
Communication  
IT Solutions  
Types of project, the project life cycle, PRINCE2  
Feasibility Studies, risk management techniques  
Project Team Roles

#### Evaluate your ability to manage a project

Using feedback from others to critically evaluate  
Techniques for collecting and analysing feedback

#### Microsoft Project

An introduction and overview of Microsoft Project

#### Managing Resources

Understand how to manage physical resources for which you are accountable  
Planning, use of resources, monitoring resources  
Material control principles and procedures  
Business process improvement

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