

## **RSB Training Programme: An Introduction to Project Management**

Course content participants will learn the skills and planning tools they need to successfully complete a project, and to anticipate and resolve the issues they are likely to encounter on the way.

### **Who is the course aimed at?**

For those who have recently become involved in or responsible for project management but who have limited or no experience or training.

### **What does the course cover?**

- Project definition - How to define a project, project scope and creep
- Risk analysis - Anticipate and prepare for potential issues in advance
- Tools for planning and analysis - Flow and Gantt Charts, critical path analysis
- Scheduling, organisation and implementation - Reality and reality checking
- Tracking progress and progress review - Tracking, don't lose sight of the big picture
- Closing and debrief evaluation - Finishing properly
- Budgets, estimates and cost control - Don't go broke in the process

Participants will receive a course booklet covering the topics and ideas discussed, and exercises to develop their confidence in using them.

### **Further information**

Course tutor Cliff Collis worked as a communications specialist for a large drug company, working with drug development teams in knowledge/issue management for meetings with upper company managers and regulators to progress new drugs through the development process.

Feedback from attendees of Cliff's course:

*"Excellent – comprehensive course materials and useful exercises"*

*"Brilliantly in-depth whilst still covering a wide range of aspects"*

### **Contact**

For more information and to register your interest, please [contact](#) our training officer.