

SUCCESSFUL PROJECT MANAGEMENT FOR ENGINEERS.

TRAINING AND PROFESSIONAL DEVELOPMENT

Institution of
**MECHANICAL
ENGINEERS**

9–10 September 2010

1–2 November 2010

1 Birdcage Walk

London SW1H 9JJ

Book now:

www.nsa-m.co.uk/products_and_services/book_online.aspx

0845 643 9001

ENGINEERS WILL LEARN TO:

- Define the goals of your project, manage change and avoid scope creep
- Build, develop and maintain realistic project plans
- Organise, delegate and co-ordinate work activities
- Identify, evaluate and manage project risks
- Ensure work programmes are implemented to time and budget
- Apply the disciplines needed to manage multiple project assignments



**INFORMATIVE AND WELL
DELIVERED. I WILL BE
ABLE TO APPLY SOME OF
THE VALUABLE LESSONS
LEARNED IMMEDIATELY.**

WHO SHOULD ATTEND:

- Project engineers
- Project work package owners
- Project managers
- Programme managers
- Technical team leaders

Endorsed by:

The National
Skills Academy

FOR MANUFACTURING

Improving the world through engineering

DAY 1 FUNDAMENTALS OF PLANNING

Session 1:

Essential concepts for successful project management

- Key phases and lifecycle of projects
- Success and failure: critical factors

Session 2:

Defining the goals, scope and deliverables

- Customer needs, project/client interface and realistic goals
- Identifying and managing project stakeholders

Session 3:

Fundamentals of planning

- Detailing what's to be done: work breakdown structures
- Who does what: organising work assignments

Session 4:

Creating the project plan

- Estimating uncertainty: estimating methods, tips and techniques

DAY 2 IMPLEMENTING THE PROJECT

Session 5:

Developing the project plan

- Pro-active control, mobilising resources and delegation
- Moving goalposts: managing scope-creep

Session 6:

Managing project risk

- Challenges of multi-project management
- Master project schedule and cascade charts to manage workload

Session 7:

Implementing the project: project review and control

- Teamwork challenges of a typical multi-project environment

Session 8:

Leading and managing the project team

- Turning a workgroup into a team – role of the team leader

BOOKING FORM

One form per person only (forms may be photocopied)

REGISTRATION (PLEASE COMPLETE IN CAPITALS)

Family Name _____ Title (Mr, Mrs, Miss etc) _____

First Name _____ Job Title _____

Membership No _____ Course Title _____

Name of Employer (for name badge) _____ Location _____

Address for Correspondence _____

Town/City _____ Postcode _____

Country _____ Contact Telephone _____

Fax _____ Email _____

Do you have any special requirements? _____

How did you hear about this course? The Skills Academy Website IMechE Website Referral Other _____

Signature _____

FEES AND CHARGES (PLEASE COMPLETE THE APPROPRIATE BOX)

Registration fees include tuition, refreshments, lunches and a printed copy of the training manual.

	Fee	VAT	Total	£
Institution of Mechanical Engineers Member	£1,095	£191.60	£1,286.60	_____
Non-Member	£1,215	£212.60	£1,427.60	_____
Extra Items	—	—	—	_____
Invoice Charging (if applicable)	£10.00	£1.50	£11.50	_____
			Total	_____

Please do not send payment separately from this booking form.

By submitting this registration form, you will be indicating your consent to periodically receiving information on our future training courses and publications, unless you indicate an objection to receiving such information by ticking this box

PAYMENT DETAILS

Payment must accompany this registration form. Registration will be confirmed only on receipt of full payment.

Please indicate method of payment: Cheque Credit Card BACS Invoice (see below)

Cheques should be made payable to IMechE Training. Please note overseas delegates may pay only by credit card or BACS. It is the delegate's responsibility to pay any bank charges.

Credit Card: Visa MasterCard (please note we cannot accept American Express, Diners Club or Maestro)

Card No _____ Valid From ____/____/____ Expiry Date ____/____/____

Name of Cardholder _____

Billing Address of Cardholder (if different from above) _____

Postcode _____

Amount to be Deducted _____ Signature _____

INVOICE DETAILS (UK DELEGATES ONLY)

Delegates wishing to be invoiced must mail a Purchase order to our address or send either the PDF or a Purchase Order number to training@imeche.org. Please ensure the PO is raised in favour of IMechE Training and includes the exact title and CPD code of the course, the name of the person attending, their membership number. As we do not email invoices, we will need the name, contact details and postal address of the person to be invoiced. If your company does not use order numbers please include a formal request for invoicing on your company's letterhead. A charge of £10 + VAT will be made to cover additional administration costs. Invoices are payable on receipt and no alterations to these terms will be accepted.

BACS BANK TRANSFERS

Bank transfers can be made to: IMechE Current Account, NatWest Charing Cross Branch.
Sort code: 60-40-05. Acc No: 01100971. Please notify us in writing of the bank transfer.

IBAN Code: GB98NWBK60400501100971

Please complete and return this form to:

The National Skills Academy for Manufacturing Customer Services
Wynyard Park House
Wynyard Park
Billingham TS22 5TB

T 0845 643 9001
customerservices@semta.org.uk

For added convenience, you can also book online:
www.nsa-m.co.uk/products_and_services/book_online.aspx

Terms and Conditions of Booking

By signing and sending this form you indicate your commitment to attending the training course and agree to be charged the appropriate fees. Should you not be able to attend the course, we can offer a full refund if cancellation is notified in writing to training@imeche.org 28 days prior to the course date. Unfortunately, we will not be able to offer refunds or exchanges if cancellations are made later. You will still be able to arrange a substitution with a colleague up to two working days before the course date. At times the exact content of the course agenda may change. On occasions it may be necessary to cancel a course for reasons beyond our control. We cannot accept liability for any costs incurred in booking travel and accommodation and attendees are strongly advised to avoid making non-refundable hotel or travel bookings until they receive our joining instructions.

Venue

This event will be held at One Birdcage Walk, Westminster, London SW1H 9JJ. Details will be sent upon registration.

Professional Engineering Publishing trading as IMechE Training and Professional Development.
1 Birdcage Walk, London SW1H 9JJ.
Company registered in England No. 1103638