



**Improved  
Resource  
Management**

*For a clearer view?...*



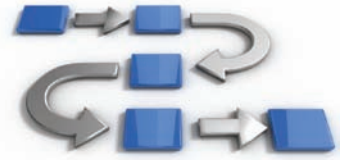
**PROJECT PLAN SERVICES** are one of the UK's most dynamic corporate portfolio, programme and project management specialists.

With years of experience, PPS Project Plan Services have taken its unique style of project consultancy into the workplace, enabling corporate clients of all sizes to optimize their planning infrastructure and deliver clear benefits.

From the early stages of project initiation through to the complexities of project planning, execution and finally closure, PPS Project Plan Services prides itself on talking your language guaranteeing smooth project consultancy with the minimum of fuss.

To see how you and your company can benefit from PPS Project Plan Services call us on 0113 804 2842 to arrange a personal, no obligation and free consultation.

**Integrated  
Programme  
Planning**



**Microsoft** Partner Network  
Silver Project and Portfolio Management

*“ We have made significant improvement to our project performance with the assistance of the knowledgeable and capable PPS team ”*

Marcus Orton, Xiros Plc Innovations Director.

## *Planning Basics Workshop*

### **Course Description**

This is a one day workshop designed to introduce delegates to the key concepts and techniques of planning. The course does not involve the use of planning software as it aims to teach candidates the fundamentals of planning that can then be later used in conjunction with the MS Office Project toolset.

### **Who Should attend?**

Anyone working within the Project environment who either has little or no knowledge of planning techniques. Individuals may be project co-coordinators; new/junior Project Managers or PMO Planning support personnel.

### **What will you learn?**

Course delegates will learn what a Project is and what Project Management and in particular Planning involve. The course will cover the setting of project objectives, scope and

deliverables; the purpose of a plan, work breakdown structures, estimating and dependencies; critical path analysis, Gantt Charts & Schedules and Risk analysis; monitoring and controlling the project, managing change requests, assessing the impact of change and managing quality.

### **Format**

The course will be delivered with interactive sessions, demonstrations and exercises by Project Plan Services trainers who have proven industry planning experience to help deliver real business change projects and programmes

### **Where are the courses held?**

Our courses are run all year round in the following cities - Leeds, Manchester and London. Alternatively if you would like our experienced instructors to deliver a course at your workplace for your team then call us to discuss your requirements and we will be glad to help.

**To Book:** Review our current course schedule online at [www.projectplanservices.co.uk/training/schedule](http://www.projectplanservices.co.uk/training/schedule) and to make a booking use the booking form or call us on 0113 804 2842 to discuss your requirements with our team. For further information you can email [enquiry@projectplanservices.co.uk](mailto:enquiry@projectplanservices.co.uk)