

BCS (ISEB) Programme and Project Support Office (PPSO) Essentials Certification

Background

Programme and project support office roles have become increasingly pivotal in their overall contribution to Programme and Project Management. Developed from the support team's perspective, the PPSO Essentials Certification provides delegates with an understanding of programme and project organisation structures, planning, documentation, monitoring and reporting.

The PPSO Essentials Certification is considered to be the entry level training and certification for those new to working in a Programme or Project Management Office. The course not only covers the fundamentals of project management – giving you a solid foundation in project management techniques, processes and tools – the course also covers the day-to-day roles and responsibilities of those working in positions such as Project Support Officer or Project Co-ordinator.

Who Should Attend?

The BCS PPSO Essentials level course is ideal for:

- Those new to PMO – working in Project Administrator, Project Co-ordinator and Project Support Officer roles
- Those new to a career in project management/ change management
- Those looking for a career move to project support and PMO
- Graduates

Learning Objectives

- Programme and Project Organisation Structures
- Programme and Project Planning
- Programme and Project Documentation
- Programme and Project Monitoring and Reporting
- Exception Situations
- Risk Management
- Business Case Techniques
- Configuration Management
- Quality Management
- Supporting the Use of the Techniques

Pre-Requisites

No previous experience or knowledge required

Learning Approach

- Classroom based
- Lecture
- Team exercises
- Group discussions on pertinent topics

Exam and Certification

Exam – 1 hour with 40 multiple choice questions. On successful completion of the course and examination, course delegates will be certified as BCS Essentials Certificate in PPSO.

Price: £2120+VAT

Date: 18-21 September 2018

Location: London

Contact for further information:

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