

Fundamentals of Project Management

A 6-week online course intended to train and support anyone engaged in, or expecting to be engaged in, project planning, design, management and implementation.

What kind of course is it?

The course is designed to be flexible and client-oriented as well as extremely hands on and practical. Each participant is expected, with extensive tutor support, to develop their own project as the course progresses. In this way, they will apply what they learn on the course to a real project appropriate to the context in which they work, and which they will be expected to carry out as part of their normal role in their own organisation. During the course they will create a “buddy” relationship with one other participant, who will support and encourage them as they carry out their project after the course.

What are the objectives and outcomes of the course?

By the end of ***Fundamentals of Project Management*** participants will:-

- Be familiar with the fundamentals of project design and planning
- Be conversant in the principles of managing, monitoring and evaluating a project successfully
- Have designed and proposed their own project for internal and/or external funding

What will participants have to do? How much time will they need to commit?

Participants will be expected to devote approximately 5-6 hours per week to the course for the duration. Each week participants will be expected to produce at least one piece of physical evidence of learning and course involvement (see “Outputs” above). These outputs will be linked to meaningful deadlines, and participants falling behind will be supported in getting back on track.

Where will the course be run?

The course will take place entirely online on the Moodle Virtual Learning Environment hosted by Sue Leather Associates. Participants will therefore also gain a valuable grounding in online learning along with the course content.

For more details on the course curriculum – outcomes, objectives, breakdown of the work covered, please go to <http://www.sueleatherassociates.com/consulting/>

Successful participants will have the opportunity to join several add-on modules which will deepen and extend the work covered in this course. These add-ons include:

- Managing Change through projects
- Project team work – building, leading and participating in successful teams
- Project budgeting and finance – how to draw up an initial budget, keep track of spending and write financial reports
- Advanced Project Management tools

The course is designed, taught and managed by Sue Leather Associates and draws upon the extensive project management experience and training expertise of:



Andy Hockley: Co-author of “From Teacher to Manager: Managing Language Teaching Organizations” (CUP, 2008). Andy is a consultant and trainer in ELT Management, including for the International Diploma in Language Teaching Management (IDLTM), the curriculum of which he co-designed, and on which he regularly teaches the Project Management module, as well as others). Andy has managed and continues to manage a number of large and small scale educational and ELT projects.



Sue Leather: Founder and first Co-ordinator of the ELT Management Special Interest Group of IATEFL. Sue has a background in academic management and was founder of the first Director of Studies Association in the UK. She has been involved in the management of a number of large and small scale ELT projects. Sue also has experience of online course design and moderation.



Simon Smith: Has managed and implemented a number of educational projects for British Council. Simon has a keen interest in project evaluation, and has extensive experience of online course design and moderation.

For more information, contact Sue Leather Associates:

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