

Fundamentals of Project Management

Fundamentals of Project Management is 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.

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 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.

Objectives: By the end of Fundamentals of Project Management participants will

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

Commitment: 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.

The course will take place 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.

Breakdown of the course content, outputs and objectives

Week	Material covered	Outputs	Objectives: Participants will ...
1	<ul style="list-style-type: none"> • Introductions, course outline, connecting people, contexts • Norms and expectations • Terminology – what is a project? • Value of projects and a project management based approach • Internal and external projects • Raising of issues that participants wish to discuss/ identify as needs • Set up buddy system 	<ul style="list-style-type: none"> ✓ Buddy system set up 	<ul style="list-style-type: none"> • be able to define what a project is and be aware of the differences between different kinds of projects • have established a course “buddy”
2	<ul style="list-style-type: none"> • Background, Context, Needs – project conceptualisation • Project goal • Setting SMART objectives 	<ul style="list-style-type: none"> ✓ Project need identified ✓ Project goal established 	<ul style="list-style-type: none"> • have identified a project need in their own organisation

		✓ Objectives set	<ul style="list-style-type: none"> be familiar with the concepts of goals and objectives and know how to establish them
3	<ul style="list-style-type: none"> Stakeholder analysis Risk analysis Strategy: Translating objectives into tasks and activities Scheduling and Gantt charts Milestones and Critical path analysis Outputs and standards 	<ul style="list-style-type: none"> ✓ Tasks and activities defined ✓ Project schedule created ✓ Lists of project outputs and standards drawn up 	<ul style="list-style-type: none"> be familiar with some other project management tools be able to list tasks and activities needed to reach the objectives and be able to schedule them on a gantt chart
	<i>“Fallow” week to allow reflection, extra support and catching up if need be.</i>		
4	<ul style="list-style-type: none"> Resources needed Monitoring and evaluation Setting up a M&E plan Using M&E to manage the project 	✓ Monitoring and Evaluation plan developed	<ul style="list-style-type: none"> be familiar with the purpose and design of an effective monitoring and evaluation plan be able to identify resources needed to complete a project
5	<ul style="list-style-type: none"> Proposal writing Resources, funders and donors How to get your project funded 	✓ Previous outputs combined into proposal format	<ul style="list-style-type: none"> be able to draw up a clear, coherent, convincing proposal to attract funding for a project be aware of various resources and funding organisations and how to access and approach them
6	<ul style="list-style-type: none"> Issues/questions that have arisen and not yet covered Wrap-up Set-up of system to ensure projects are carried forward 		<ul style="list-style-type: none"> be ready and prepared to take their projects forward

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.



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.



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.

For more information, contact [Sue Leather Associates](#).