

## The Project Management Academy

This briefing note summarises progress to date for the development of the Project Management Academy (PMA).

### **Key points to note:**

- The curriculum has been finalised and will consist of 15 modules (see Appendix 1);
- The pilot module (Risk) has been completed and received positive feedback;
- Each module will contain an e-learning video and 2 face to face training sessions between now and April;
- This remains on track for completion by April;
- HR will assume responsibility for the management of the PMA after the handover is completed in April.

### **Progress:**

1. 15 modules have been built into the scope of the syllabus and are outlined in Appendix 1. These modules have been selected to align with best practice within the industry and reflect the City's needs;
2. Responsibility for developing the PMA was transferred from HR to the Corporate Programme Office (CPO). The CPO are leading the development phases, whereby the training content is being created, including an online video and delivery of two Face to Face sessions for each module.
3. A pool of project officers with mixed experience/qualifications are participating in the training during the development phases for quality assurance and feedback. This will ensure the content can meet the needs of the intended audiences and is fit for purpose.
4. Currently, there are 4 mandatory modules, which all staff will be required to complete. The core modules are *Risk*, *Costed Risk*, *Governance* and *Project Change Control*. These have been prioritised for the first phase as requested by Members of Projects Sub Committee.
5. Officers will be expected to discuss which of the non-mandatory modules they should complete with their line manager. This will vary according to levels of experience and any existing qualifications. Costed Risk Provision (CRP) will not be delegated to any officers who have not completed the core modules.
6. Delegates will be tested on each module after completing the training.
7. The programme remains on target for completion by April, after which a handover to HR will take place, who will then be responsible for managing the PMA henceforth. It is presumed the PMA will then be formally launched and all staff will be able to access the content. HR have been asked to produce a post-handover plan for April onwards.
8. HR may choose to make changes to the content/structure in the future if they feel the needs of the organisation have changed or officer feedback suggests amendments are required.
9. A longer-term aim for the PMA is to consider formal accreditation. HR can provide further information on this matter.

## Appendix 1

Module	Mandatory/Optional
Introduction to PM	<ul style="list-style-type: none"><li>• Optional for officers with a qualification/experience.</li><li>• Mandatory for staff new to the industry.</li></ul>
Business Case	<ul style="list-style-type: none"><li>• As above</li></ul>
Project Planning	<ul style="list-style-type: none"><li>• As above</li></ul>
Scope Management	<ul style="list-style-type: none"><li>• As above</li></ul>
Budget Management	<ul style="list-style-type: none"><li>• As above</li></ul>
Benefits Management	<ul style="list-style-type: none"><li>• As above</li></ul>
Stakeholder Management	<ul style="list-style-type: none"><li>• As above</li></ul>
Quality Management	<ul style="list-style-type: none"><li>• As above</li></ul>
Procurement	<ul style="list-style-type: none"><li>• As above</li></ul>
Contract Management	<ul style="list-style-type: none"><li>• As above</li></ul>
Risk	<ul style="list-style-type: none"><li>• Core module – mandatory for all.</li></ul>
Costed Risk Provision	<ul style="list-style-type: none"><li>• Core module – mandatory for all.</li></ul>
Governance	<ul style="list-style-type: none"><li>• Core module – mandatory for all.</li></ul>
Project Change Control	<ul style="list-style-type: none"><li>• Core module – mandatory for all.</li></ul>
Project Closure	<ul style="list-style-type: none"><li>• Optional for officers with a qualification/experience.</li><li>• Mandatory for staff new to the industry.</li></ul>