



# BPPM Project Planning Course Application Form

## 1. Course Outline

### Lesson 1: Introduction

- Attendee Objectives
- Course Outline
- Project Definitions
- Project Management Processes
- Sample Project Initiation
- Project Charter
- Assignment

### Lesson 2: Framework for Success

- BPPM Success Framework
- Functional Analysis System Technique
- Stakeholder Analysis
- Triple Constraints
- Brainstorming
- Risk Management
- Assignment

### Lesson 3: Work Package

- Inputs/Outputs
- Product Work Breakdown Structure
- Project Management Information System
- Sample Project Set-Up
- Assignment

### Lesson 4: Time Schedule

- Dependencies
- Lags and Leads
- Network Diagrams
- Activity Duration Estimating
- Pert Analysis/Critical Path
- Assignment

### Lesson 5: Resources

- Human Resource Management Plan
- Responsibility Assignment Matrix
- Resource Levelling
- Procurement Management
- Assignment

### Lesson 6: Cost

- Cost Management Plan
- Cost Breakdown Structure
- Earned Value Method
- Cost Budgeting
- Quad Plot/Critical Ratio
- Assignment

### Lesson 7: Facilitating Processes

- Communication Management Plan
- Change Management Plan
- Assignment

### Lesson 8: Complete Project Plan

- Project Planning Template
- Referencing
- Assignment

## 2. Prerequisites

It is desirable that Applicants be:

- Planning to lead a project or be part of a project team and have a project plan to complete
- Proficient in English which is the language of the course and have access to the internet
- Knowledgeable of word, spread-sheet and project information processing packages

Mark **X** in the box, that best describes your level of proficiency in these computer packages.

	Package Name ***	Good	Average	Poor	None
Word Processing					
Spread-sheets					
Project Management Information					
Presentation					

\*\*\* e.g. Microsoft/ Word, Excel, Project, PowerPoint



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### 3. Project Planning Course Attendee Personal Details

Title: First Name: Last Name:

Name as to Appear on Certificate

Company Name, Address & Postcode:

Address & Postcode for Correspondence:

Contact Tel No.

E-mail Address

Please give brief description of your experience or knowledge of project Planning if any.

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### 4. Project Sponsors Personal Details

Title: First Name: Last Name

Title of Position with Company

Contact Tel No.

Email Address



## 5. Project Details

Project Title

Project Objectives

Brief description  
of the project  
background or  
business need

Budget Estimate

Project Timeframe



## 6. Prices, Booking & Payment Methods

Event	With Assignment Assessment & Feedback	Without Assignment Assessment & Feedback
On-line Course 8 Lessons. Cost per person	<a href="#">See checkout page on website</a>	<a href="#">See checkout page on website</a>
On-Site Course 8 Lessons. Cost per person (min of 6)	<a href="#">See checkout page on website</a>	<a href="#">See checkout page on website</a>

To book a place on BPPM's Planning course please return this application to:

**BPPM, 17 Gort Cam, Ballybane, Galway, Ireland** or Email it to : [info@bppm.ie](mailto:info@bppm.ie)

**METHODS OF PAYMENT** – please tick X in the appropriate box

Option One.  Enclose a cheque/ Bank Draft with Application Form made payable to BPPM

Option Two.  Please issue Invoice to   
Name, email address & Purchase Order No. if required.

Option Three  Log onto [www.bppm.ie](http://www.bppm.ie) and make your payment using the PayPal facility.



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**7. Cancellation Pricing & Refund Policy (Applicable to On-site Course only)**

1. Cancellation of attendance at this course must be confirmed in writing at least two weeks prior to the commencement of the course. BPPM will refund the total amount.
2. BPPM reserves the right to edit or delete any of the details given in course programmes.
3. BPPM reserves the right to cancel or postpone a course due to unforeseen circumstances.
4. If a course is cancelled, full refunds will be made or alternative arrangements will be made subject to Applicants approval.
5. On-site course delivery maybe subject to pre-agreed travel and overnight expenses.

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**8. BPPM's Project Planning Course Privacy Policies**

Boyle Practical Project Management is registered in Ireland with the Companies Registration Office (<http://www.cro.ie/>). BPPM is committed to protecting the confidentiality of all information provided to us. The information you provide on BPPM's Project Planning Application Form is necessary for processing your registration. This information will only be used by BPPM to contact you regarding the Project Planning Course.

The information provided in assignments is necessary for course assessment and shall not be used for any other purpose without the prior consent of the author.

I accept the terms as outlined above and I certify that the information on this Registration Form is correct and complete to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

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**9. Office Use Only:**

Project Plan Cat:

Acknowledgement:

Student No:

Initials: