



Are you looking for a Career in **Project Management** OR already working in a Project Office environment as **Project Support or PMO?**

ISEB ESSENTIALS CERTIFICATE IN PROGRAMME AND PROJECT SUPPORT OFFICE (PPSO)

Until recently, there was neither a relevant professional recognition of the PPSO skills nor professional training addressing in depth, all the components and processes of Programme and Project Support required to provide value added services.

The aim of this course is to provide the Programme and Project Support Professional with comprehensive training in the techniques, processes and supporting infrastructure needed to develop and provide effective programme and project support, with British Computer Society ISEB accreditation.

The course is designed to cover the ISEB syllabus leading to the 'Essentials' PPSO Certification examination.

Foundation Level Course Structure	
Day 1	Day 2
<ul style="list-style-type: none">➤ Programme and Project Organisation Structures➤ Programme and Project Planning➤ Programme and Project Documentation➤ Programme and Project Monitoring & Reporting➤ Exception Situations	<ul style="list-style-type: none">Risk Assessment and ManagementBusiness Case TechniquesConfiguration ManagementQuality ManagementSupporting the Use of the TechniquesCase Studies

Examination

ISEB Essentials Certificate exams in PPSO are available as Computer based examinations through ISEB Authorized Prometric Test Centers. Delegates should visit www.bcs.org.uk to book examination independently, following the conclusion of the 2 days training.

Who Should Attend

This course is aimed at individuals currently working or looking to gain entry in the following disciplines;

- Project Support Office (PSO)
- Project Management Office (PMO)
- Project Management (PM)

Special Price Offer

Highly Competitive Price at **£400 only**. Price includes:

- Course Materials/Instructor Led Tuition
- Individual and Group Exercises
- Lunch and Refreshments throughout the day

Training Schedule

2 Consecutive Saturdays

Sept 2010 Sat 18th and Sat 25th

Oct 2010 Sat 23rd and Sat 30th

Nov 2010 Sat 20th and Sat 27th

Venue

London and Kent

Follow on Course

ISEB Advanced Certificate in Programme & Project Support Office – **Coming Soon**

How to Book

Book Online: Complete online booking form and make payments online at www.wateredinc.co.uk

Email: Email completed booking form to sales@wateredinc.co.uk. We will contact you within 24hrs to confirm preferred payment method.

If you would like to discuss anything about the course, please call our training advisors on **+44 (0) 845 2724767**

WATERED CONSULTING & TRAINING

P O BOX 7003, LONDON WC1N 3XX



<http://www.wateredinc.co.uk>



0845 2724767



0845 050 8424



enquiry@wateredinc.co.uk

Course Booking Form

Personal Details

Name		Address (to which pre course materials will be sent if applicable)
Job Title		
Telephone Number		
Mobile Number		
E-mail Address		
Please state any special dietary requirements or any special needs requirements (Please specify)		

Course Details

Course Title	Start Date	End Date	Course Fee
Programme & Project Support Office (PPSO)			

Payment Methods

CHEQUE (Enclose)	
Amount	
Please make cheques payable to: Watered Consulting	

CREDIT CARD	
Amount	
Please make card payments on our secured facilities online www.wateredinc.co.uk	

Booking Terms and Conditions

1. Bookings will be accepted on a first come first served basis.
2. Provisional bookings accepted however must be confirmed 2 weeks prior to course start date.
3. Course cancellation or postponement must be received in writing or fax or e-mail not less than 20 working days in advance of course start date. 25% of full course fee will be invoiceable after this period.
4. Watered Consulting reserves the right to make any changes considered appropriate for reasons of operational efficiency or due to any circumstances (including but not limited to industrial disputes) that are beyond our control.

I agree to abide by the Terms and Conditions of the above Booking.

Signature Date:

Please return completed booking form by email to sales@wateredinc.co.uk

We will confirm your place on receipt of your booking, and provide all necessary course information.