COVID-19 Important Information
The Coronavirus (COVID-19) pandemic continues to grow and we are all making significant adjustments to our working and home lives in response to government guidance. Our primary priority is to ensure we protect the well-being and safety of our staff, and you, our Service leavers. We have been closely monitoring the situation and working with the MOD and they have now confirmed a policy to suspend face to face activity until 30th April 2020, in order to follow advice on social distancing. This policy will be reviewed regularly and will be adjusted in line with advice from the Government.

Please be assured that despite this, CTP staff remain fully operational to work remotely, are contactable, and very much still here to support you. Please email your usual point of contact if you require any help with your resettlement.

We have created some to address questions you may have – please click the green button below.

READ FAQs

Points expressed in this guide may be altered with no notice due to conditions associated with the COVID-19 pandemic.

Sector Guide Project and Programme Management

Content

OVERVIEW

What is a project?

Project Management is the way of managing change. Everything from the Olympics to organising a function can be considered a project. It describes the activities that meet specific objectives and can be used to introduce or improve new or existing products and services.
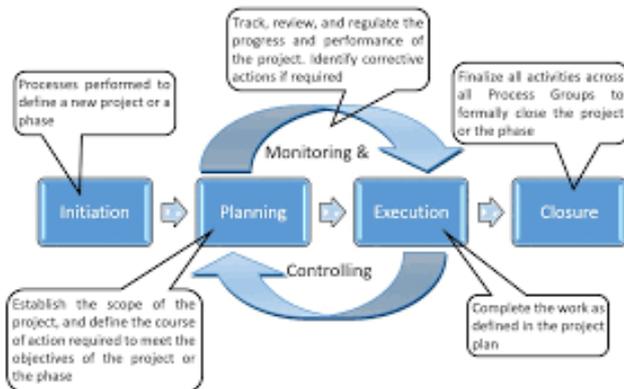The APM definition of a project identifies two of the key features:

Uniqueness
Projects are separate to business-as-usual activities, requiring people to come together temporarily to focus on specific project objectives. As a result, effective teamwork is central to successful projects.

Transience
A project has a specific start and end point and is set up to meet specific objectives, to create a specified result, product or service.

Scope - time, cost and quality
Projects need to be controlled to meet their objectives and deliver benefits. Objectives are defined in terms of expectations of time, cost and quality.

Typical Roles in the sector

Project Manager £25k - £100k (average £44k)

· Responsible for accomplishing the stated project objectives and project delivery.

Skills required: Commercial awareness, stakeholder management, benefit realisation, assurance, planning/forecasting, decision making, risk analysis/management, project governance, problem solving, best practice, project evaluation, project analysis, project monitoring, scope management, time management, quality management, change management, delivering efficiency and productivity, results orientation, planning/forecasting, financial monitoring performance and efficiency, project reporting, resource management, effective time management, effective communication.

Right For You?
- ✓ Decision Making
- ✓ Problem solving
- ✓ Management
- ✓ Time/Resource Management

Project Management Office / Programme Office £22k - £45k

In some organisations the Programme Office Managers role is to manage the strategic programme office function. They have responsibilities at a more strategic level and will be tasked with putting in place best practice programme and project management processes, methods, training, coaching and mentoring.

Skills required: Possible line management, benefit realisation, programme level reporting, budgets, forecasting, risk analysis, progress reporting, driving delivery, project governance, project improvement, time/quality, best practice, effective time management, effective communication.

Right For You?
- ✓ Leadership
- ✓ Risk Management
- ✓ Budgets
- ✓ Communication

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The Ministry of Defence partnering with Right Management

Project Support / Project Administrators / Project Co-ordinators £18k - £25k

· Supports the PM and project team in all areas of project based administration. Has knowledge of PM structures and methods and is able to support the PM across the project lifecycle in each stage.

Skills required: Highly organised, initiative, able to multitask effectively, manage deadlines, able to prioritise workloads, time efficient, innovative, effective communication, can demonstrate effective teamwork, good admin skills, filing/registers, document formatting, compiling reports, basic financial spreadsheet management.

The NHS also requires Project Managers and Co-ordinators. Click Here

PROJECT SUPPORT

Right For You?
✓ Organised
✓ Innovative
✓ Good Administration
✓ Team Work

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Organisations that support Military recruitment. Some companies recruitment maybe on hold due to COVID-19

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Skills and qualifications

As a project manager, it would be your job to plan and manage all kinds of business projects, and make sure they are completed on time and within budget.

Project managers can be employed in almost every industry on many different types of venture, from introducing a new computer system to overseeing a large building project. Whatever the project, your work would typically include:

- Finding out what the client or company wants to achieve.
- Agreeing the timescales, costs and resources needed.
- Drawing up a detailed plan and schedule for how to achieve each stage of the project.
- Selecting and leading a project team.
- Negotiating with contractors and suppliers for materials and services.
- Making sure that each stage of the project is progressing on time, on budget and to the right quality standards.
- Reporting regularly on progress to the client or to senior managers.

Part of your work would involve using particular project management methods such as **PRINCE2** (Projects in Controlled Environments) and **APM PMQ,** based on the PMBOK (Project Management Body of Knowledge) to break down the project into stages and monitor its progress.

Sought after skills typically include:

- Excellent organisational, planning and time management skills
- Logical thinking with creative problem-solving ability
- Great attention to detail
- Good communication and negotiation skills
- Understanding of budget control and finance
- The ability to work well with others and lead a team
- A good understanding of business
- Technical skills relevant to the project
- Good IT skills.

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Training Useful in the Sector

Career Transition Partnership offers a range of courses relevant to the industry, click on the links

5 day APM Project Management (PMQ)

10 Day APM Project Management (PMQ)

Agile Project Management Foundation and Practitioner Certificate

APMG Change Management

Level 5 Certificate in Service Improvement (Lean Six Sigma)

PRINCE 2

Management of Risk

Virtual classrooms becoming a Reality!
CTP have been working hard to ensure that Service leavers can access resettlement services in the safest
possible way and we have introduced Virtual Classrooms for most of the above Vocational Training courses.
See the next page for more details.

Training Useful in the Sector

Virtual classrooms becoming a Reality!

CTP have been working hard to ensure that Service leavers can access resettlement services in the safest possible way and we have introduced Virtual Classrooms to some of our existing Vocational Training courses.
A course delivered in a Virtual Classroom is where learners log into an online platform, from their home or safe location and they can see and interact with a live trainer who is delivering the course in the same way as it would be in the classroom.
End of course examinations are taken online and learners will be required to have a webcam, microphone and speaker/headset in order to interact fully.

Those who have already booked places on our face to face courses between now and 30 April have been offered the opportunity to switch onto our Virtual Classroom courses, and we will be opening up bookings for our May courses shortly. For further information on courses and start dates please visit our website https://www.ctp.org.uk/resettlement-training/find-a-course?department=general-management

To book your place please contact CBIC on 01252 954007
Please read through our **Frequently Asked Questions** which answers many of your queries regarding training during the current COVID -19 situation

Typical Skill Based Questions Asked at interview

1. Give an example of how you tackle the initiation of projects?

2. Describe how you have undertaken the practical application of a project methodology for a programme or project?

3. Briefly describe the project lifecycle?

4. What has been the most significant project you have worked on?

5. What was your actual role in your last project?

6. What is the most important skill a project manager should have?

7. You're asked to take on a new project; what are the first few questions you would ask?

8. How would your project management experience benefit our business?

9. Which is most important; technical project management skills; softer managerial skills; or previous domain knowledge?

10. "You have taken over as PM on a project that is behind schedule and over budget. What will you do to recover the situation?"

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Vacancy Information

Job ID	Job Title	Wage	Location	Closing Date
419335	FDM Project Manager	Up to £55,000	Glasgow & Edinburgh	05/02/2022
420788	Project Manager	£45000.00 - £55000.00 per annum dependng on experience	Midlands	13/02/2022
421587	Project Controller (Security, Aerospace & Defence)	Competitive	Cheltenham, Aldershot, Silchester, Bristol	18/02/2022
421570	Programme & Project Management Office Lead - Principal Consultant	Competitive	Cheltenham, Manchester, London, Bristol	18/02/2022
421837	PMO Officer / Asset Controller	Competitive	London, High Wycombe, Weymouth, Greenford, London	18/02/2022
419190	High Speed 2 construction project, Armed Forces Talent Community - Register your Interest	Various	Birmingham	31/03/2022

Remember to check RightJob Regularly for new Opportunities

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Additional vacancy information

Project Manager Today - **The leading and only independent magazine for project managers.**

Arras People - **The UK's Project Management Recruitment Specialists.**

Project Times - **Online resource for Project Managers.**

Useful Internet Job Search Portals

https://projectmanagementjobs.arraspeople.co.uk/vacancies/vacancy-search-results.aspx

http://www.jobsite.co.uk/jobs/agile-project-manager

http://www.projectmanagerjobs.co.uk/

Useful Salary Information - **https://www.adzuna.co.uk/jobs/salaries/project-management**

Further information

Association for Project Management is the chartered body for the project profession in the UK and provides membership, qualifications, events and publications for project professionals.

Project Management Institute - the leading not-for-profit professional membership association for the project management profession

British Computer Society - The Chartered Institute for IT, promotes wider social and economic progress through the advancement of information technology science and practice.

Project Manager Today - The leading and only independent magazine for project managers.

Arras People - The UK's Project Management Recruitment Specialists.

Project Times - Online resource for Project Managers.

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