

# running successful projects

An intensive workshop for  
20 participants on project  
management in the voluntary  
and community sector

For dates and locations please visit  
[www.actionplanning.co.uk/projects](http://www.actionplanning.co.uk/projects)



**“Very detailed and thought provoking.**

The step by step guide to project management has been a great source of information.”

*Jessie Junkere, Finance Manager, The Aurora Charity*

**“Stuart was willing to tailor content to our specific needs and the course proved very flexible.”**

*Sydney Thornbury, Director, Webplay*

**“This course is devised and presented in a way which makes it useful on a variety of levels.”**

*Richard Wilson, Service Development Manager, Mencap*

**“The course content was very interesting and relevant”**

*Colin Fletcher, Area Manager (SW), SeeAbility*

**“The handouts were really comprehensive. I was very impressed with the CD with templates.”**

*Elaine Burrell, Personnel Officer, Parentline Plus*

The voluntary and community sector is today expected to deliver high quality services that match or exceed the standard of those provided by the statutory and commercial sectors. Funders are increasingly seeking evidence of effective project management when assessing the capabilities of charities seeking grants and contracts. It is vital that those who work in the sector have the skills and tools to meet this challenge.

‘Running Successful Projects’ provides a comprehensive introduction to project management in the voluntary and community sector, and a series of tools and resources to help to structure your work and the contributions of others.

It has been specifically designed for the voluntary and community sector, and is highly practical and pragmatic in its approach. It provides a comprehensive introduction to the processes and techniques of project management, supported with a series of resources which delegates have found to be of lasting value. These include a comprehensive workbook and a set of Word, Excel and PowerPoint templates which delegates can adapt and use to manage their own projects.

The course is presented by Stuart Kelly, from our Management Consultancy team. Stuart has 25 years’ project management experience in the international telecommunications industry and has worked in recent years to adapt the project management tools used in industry to the particular needs of the voluntary sector.

The event is hosted by the Charities Team at Mazars, a leading accountancy partnership serving the voluntary and community sector.

Supported by



strategy and fundraising consultants

# REGISTRATION FORM

You can book in four ways:

1. Enter your details online at [www.actionplanning.co.uk/projects](http://www.actionplanning.co.uk/projects) (you will then have a choice of either requesting an invoice, or paying online)
2. or email [anne@actionplanning.co.uk](mailto:anne@actionplanning.co.uk)
3. or fax (020 8770 2090) or post this form to **Action Planning**, Waymark House, 19 Cedar Road, Sutton, Surrey SM2 5DA
4. or phone Anne on 0208 661 8060

Please register the following delegates (**BLOCK CAPITALS PLEASE**)

**1** Mr/Mrs/Miss/Dr: \_\_\_\_\_ First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Mr/Mrs/Miss/Dr: \_\_\_\_\_ First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**2** Name of Charity/Organisation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tel: \_\_\_\_\_

**3** Please indicate your preferred workshop date below:  
\_\_\_\_\_

**4** Please tick appropriate box:  
 I enclose my cheque for \_\_\_\_\_ (payable to Action Planning)  
*Attendance fee: £184 per delegate, including VAT, lunch and all presentation materials.*

Please register me/us and send me a VAT invoice. (Unless you specify otherwise, the invoice will be made out to your organisation).

I wish to pay by credit card (complete details below)

Visa  Mastercard  Switch/Maestro  Delta

Card Number

\_\_\_\_\_  
Valid from \_\_\_\_\_ Expiry Date \_\_\_\_\_

Issue No. \_\_\_\_\_ Security Code \_\_\_\_\_

Switch/Maestro users only

This is the 3 or 4 digit code on the back of your card

**5** Please indicate any special needs or dietary requirements:  
\_\_\_\_\_

**6** Please tick the relevant box if you would like a free discussion with Action Planning about our services in any of the following fields:

Major Donor Fundraising  Research (e.g. into major donors or trusts)  Revenue Fundraising  
 Recruitment  Strategic Consultancy  Market Research  
 Capital Fundraising  Wealth Screening  
(Please write below how much you need to raise and for what purpose)

#### DATA PROTECTION

We would like to retain your address to send you invitations to future events and information on our work. Should you not wish to receive such communications, please tick here.

We would like to include your name, title and organisation (but not your address) on the delegate list. Should you not wish us to do this, please tick here.

#### CANCELLATION AND REFUND POLICY

All delegate fees must be paid in advance of the conference. Your fee is fully refundable, provided you cancel in writing more than seven working days before the conference. No refunds are available for cancellations within seven working days of the event, though substitutions can be made at any time.

#### PROGRAMME

Action Planning reserves the right to vary the published programme of speakers and the timing of the sessions.

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Attendance fee: £184 per delegate including VAT, lunch and project management resources

## Running successful projects

Running Successful Projects' is a one-day workshop which provides a comprehensive introduction to project management in the voluntary and community sector, and a series of practical tools and resources to help to structure your work and the contributions of others.

It is presented by Stuart Kelly from our Management Consultancy Team, who has 25 years' project management experience in industry and has successfully adapted private sector project management methodologies to the third sector. The workshop is limited to 20 participants and examines:

- effective **project definition** and objective setting
- scheduling
- how to develop a detailed **project plan** and present information diagrammatically
- **Critical Path Analysis** - identifying the project elements which are critical to timescale, and on finding ways to level the path
- building and retaining getting and keeping **your team**
- **monitoring and control** processes
- effective **communication**
- how to **adapt** the plan to reality through regular review
- project management **software packages** suited to the voluntary sector
- **handover and exit**
- 'what can go wrong' - the most **common pitfalls** and how to avoid them.

All delegates also receive a **comprehensive manual** which extends the course material, and a CD with a selection of **Word, Excel and PowerPoint templates** which can be modified to suit their own organisations.

## Action Planning

Action Planning is a leading UK consultancy to the not-for-profit sector. It offers an unparalleled combination of fundraising and strategic consultancy, research, recruitment and 'hands on' fundraising to help organisations grow their income and fund major capital projects.

An initial discussion with Action Planning is without commitment. Please tick section 5 opposite or contact Kim Buckle ([kbuckle@actionplanning.co.uk](mailto:kbuckle@actionplanning.co.uk) or 020 8642 4122) if you would like to talk to us about your needs.