UWE Bristol

Skills Bootcamp in

Managing Projects Successfully

A 12-week professionally accredited programme to develop fundamental project management skills for today's workplace.

Contact Us

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Why are Project Management Skills Important for All Roles?

In today's dynamic professional landscape, project management skills have become essential across all business functions to boost productivity and ensure success.

Whether you are evaluating existing practices, implementing new systems, managing change, or launching a marketing campaign, mastering project management skills is **crucial for success.**

Our Skills Bootcamp in Managing Projects Successfully is designed to equip you with the **core principles and transferable skills** you need to excel in your current and future roles through enhancing project management skills including communication, leadership, teamwork, critical thinking and problem-solving abilities - skills highly valued by UK managers and essential for navigating the complexities of modern business.

By joining our Skills Bootcamp in Managing Projects Successfully, you will learn the fundamentals of project management through the **APM Fundamentals professional qualification** while developing and applying your **practical project management skills** through the creation of a live project brief based on a scenario within your organisation.

Who is This For?

Our Skills Bootcamp is designed for individuals with little or no project management experience, working for an SME organisation in a non-traditional project management role who are looking to develop an understanding of the core principles of project management approaches to apply in their working practices to address a range of organisational scenarios.

Benefits to you as an individual

- Develop a robust understanding of the different project stages to manage a project from inception to close down.
- Develop a live project brief based upon your role, to apply new skills directly into your own workplace and practices with immediate impact.
- Develop wider transferable skills beneficial in your day-to-day work.
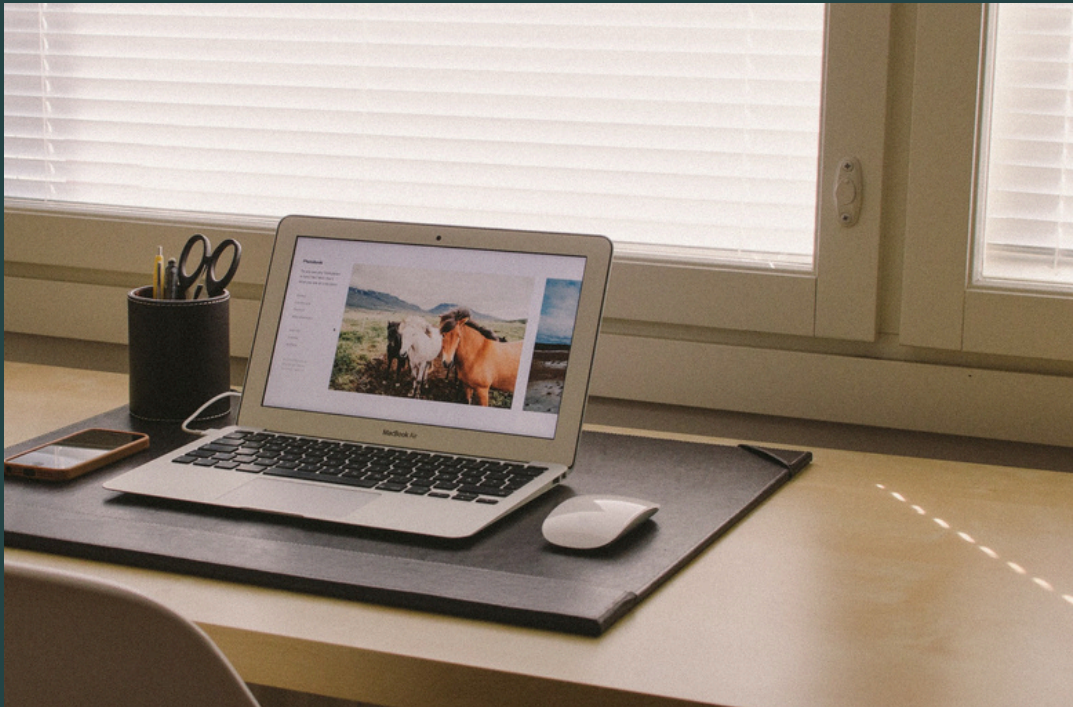- Gain a professional qualification in project management.

Benefits to your employer

- Provide an opportunity for professional development to your workforce.
- See immediate impact of the training through the live project brief activity.
- Develop project management approaches across your organisation to apply to all roles and work activities.

What Will I Learn?

Through our programme, you will develop fundamental transferable project management and associated softer skills valued by UK managers (APM 2021) including:

- Communication
- Leadership, motivation and collaboration
- Teamwork

- Organisation and time management
- Critical thinking and problem solving
- Adaptability

Programme Structure

Live Sessions

The programme is delivered through eight one-day tutor-led interactive sessions, which will walk you through the project life cycle, focusing on key aspects to consider and tools and techniques available to you to plan and implement a successful project.

Career Coaching and 1-2-1 Support

As part of the programme, you will have two individual career coaching sessions with our careers coach to reflect on your career aspirations and help build your own roadmap to achieving these. You will also have direct support from our Skills Bootcamp Team throughout the programme.

Self-study

You will have access to a range of self-study materials to support your learning and revision for your APM fundamentals exam.

Live Project Brief

As part of the programme, you will work on your own live workplace project to allow you to implement your new skills into practice.

1. Introduction to Programme and Project Management

This session will introduce you to our Skills Bootcamp and the support available, setting the context of project management skills:

- Types of project methodology
- The similarities and differences between a project and Business as Usual
- Define different project management approaches
- Project contexts in different environments (business and commercial)
- Develop your Personal Development Plan for the programme
- Identify your project brief

2. Defining and Initiating your Project

In this session you will look at how to start to develop a business case for your project and key considerations, including:

- Agree the scope and objectives of your project
- Project success factors and characteristics
- How to develop a project business case
- Explore the environmental, economic and social considerations a project has to address across the project life cycle (Return on Investment (RoI)) vs Social Return on Investment)

3. Planning your Project

In this session you will explore how to plan your project and define milestones and KPIs:

- Explore digital tools available to manage your project effectively
- Improve efficiency with automations and integrated processes
- Understand the role data can play in decision making
- Data visualisation
- Delivering insights through storytelling
- Stakeholder mapping and communication

4. Delivering your Project

Through this session you will explore the softer skills required to successfully deliver any project:

- Understand your leadership style and how this can impact project success
- Importance of diversity in project teams
- Fostering a team culture
- How to delegate and motivate team members you have no direct authority over
- The importance of understanding influencing styles

6. APM Fundamentals Qualification - Part 2

This second session will continue from the first session to prepare learners for the AMP Fundamentals exam.

5. APM Fundamentals Qualification - Part 1

This first of two sessions will walk learners through the AMP syllabus to prepare them for the exam.

7. APM Fundamentals Qualification Revision Session & Exam

The morning will provide you with a final opportunity to undertake revision for the exam (under supervision of your tutor). You will then sit the 1-hour exam after lunch.

8. Learning into Practice

This session will reflect on personal and organisational barriers/enablers you may face in transferring your new knowledge and skills back into your organisation and provide you with available tools and techniques you can use to ensure your learning is impactful for you.

9. Effective Project Closure and Next Steps

In your final session, you will look at how to successfully close a project, as well as think about how to continue to develop your project management capabilities and celebrate your success:

- Conduct a project review and evaluation
- Gather and review lessons learned for future projects
- Present your project plan
- Review your skills development plan and continued development

Association for Project Management Qualification

Through our Skills Bootcamp, you will have the opportunity to achieve the **Project Fundamentals professional qualification** from the Association for Project Management (APM), helping to embed your learning and gain external recognition alongside practical application through your live sessions.

How is it Assessed?

The Fundamentals Qualification is a **one hour, 60-question**, **multiple-choice** exam.

You will sit your exam during the Skills Bootcamp on the designated day at Frenchay Campus, Bristol.

The APM is regarded as the leading professional body in Project Management with over 40,000 members, providing educational resources, qualifications and events to individuals.

As part of our Skills Bootcamp, you will have two dedicated sessions focused on the APM syllabus to help prepare you for the exam.

What is assessed?

The syllabus assesses the **key elements** of the project management life cycle and covers knowledge areas from the **APM Body of Knowledge**, including:

- **Planning and Scheduling**
- **Resource Management**
- **Communication**
- **Risk Management**
- **Teamwork**
- **Project Reviews**

You are **automatically eligible** to become a member upon completion of the qualification, giving you **access** to all the latest news and events in project management.

You simply **register for free** by applying for membership within 6 weeks after your APM examination.

What is my commitment as a learner?

For our Skills Bootcamp you will be required to:

- ✓ Attend all live sessions (held in-person or online)
- ✓ Complete required self-study activity between live sessions
- ✓ Complete and submit all portfolio tasks following live sessions
- ✓ Sit the APM Fundamentals qualification exam
- ✓ Provide mandatory personal data and supplementary information on your employment outcomes for up to 6 months following completion of the Skills Bootcamp

What is my commitment as an employer?

As an employer you will be expected to:

- ✓ Release your employee(s) to attend all required sessions
- ✓ Attend a short online employer interview with our team to understand the Skills Bootcamp requirements and employer agreement document
- ✓ Provide a project opportunity for your employee to develop across the Skills Bootcamp
- ✓ Pay the 10% programme fee contribution for your employee's registration
- ✓ Provide one of the following opportunities to your employee within 6 months of the Skills Bootcamp completion:
  - An increase in salary due to the new skills acquired by your employee(s)
  - An interview for a new role, promotion, or opportunity to take on new responsibility
  - Additional responsibilities given to the learner i.e.:
    - Learner taking on additional project work related to learning completed
    - Providing the learner with additional responsibilities within their existing role

Programme Dates

Session 1: Wednesday 25 September 2024; 09:30-16:30 Frenchay Campus (in person)

Session 2: Wednesday 2 October 2024; 09:30-16:30 Frenchay Campus (in person)

Session 3: Wednesday 16 October 2024; 09:30-16:30 Frenchay Campus (in person)

Session 4: Wednesday 30 October 2024; 09:30-16:30 Frenchay Campus (in person)

Session 5: Monday 4 November 2024; 09:30 – 16:30 (online)

Session 6: Tuesday 5 November 2024; 09:30 – 16:30 (online)

Session 7: Wednesday 13 November 2024; 09:30-16:30 Frenchay Campus (in person)

Session 8: Wednesday 20 November 2024; 09:30-14:30 Frenchay Campus (in person)

Session 9: Wednesday 27 November 2024; 09:30-16:30 Frenchay Campus (in person)

Programme Fees

This Skills Bootcamp is costed at **£3,455.60** per learner.

All successful applicants will be funded 90% of the fee with their SME employer requiring to pay the remaining 10% contribution of **£345.56.**

Funding eligibility

Due to funding restrictions all learners must meet the following criteria:
- Be aged 19+
- Live or work for an organisation based in in Bristol, South Gloucestershire, Bath and North East Somerset or North Somerset (we will also consider applicants who live close to these boundaries)
- Not currently in full-time or part-time education
- Have the right to live and work in the UK
- Have not registered and attended (including partial completion) any other Skills Bootcamp in the current financial year from any provider
- Not hold a qualification in project management at level 3 or above
- Have your employer's agreement to attend and achieve the required outcomes

How to Apply

Applications are **now open.**

To apply, fill out our **Expression of Interest form** by following the **QR code** or **link** and a member of our team will be in touch.

If you have any questions, please email the team at bootcamps@uwe.ac.uk or call **0117 32 86303.**

Apply now

About UWE Bristol

At UWE Bristol, we pride ourselves on delivering cutting-edge skills training that meets the evolving needs of both individuals and businesses across our region and beyond.

Our Skills Bootcamps are designed to bridge the gap between academia and industry, offering intensive, practical courses that equip learners with in-demand skills for today's competitive job market.

Drawing on our strong industry connections and research expertise, we provide a dynamic learning environment where theory meets practice. Whether you're looking to upskill, change careers, or enhance your workforce's capabilities, our Bootcamps offer flexible, targeted training solutions.

With a focus on emerging technologies and business-critical skills, we ensure that our learners are well-prepared to make an immediate impact.

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