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**South West Primary Care Academy**

**The Essentials of Managing a Project Well**

**Tuesday 12th September 2023 at 18.30-20.30**

**Virtual workshop**

The Primary Care Academy (South West) would like to invite you to attend The Essentials of Managing a Project Well educational session which will be held on:

**Tuesday 12th September at 18.30-20.30**

**Course Overview:**

This course will provide delegates with a step-by-step guide to initiating, planning, delivering, monitoring and measuring a project well to ensure maximum impact and success of project within timescale and within budget.

**Course Objectives:**

• Understand the principles and process of project management

• Identifying and defining project requirements, scope and objectives

• Creating a project plan including timescales and resource allocation

• Designing monitoring, reporting and evaluation

• Understand the value of communication and engagement

• Learn how to adjust, close down and/or spread your project Course content:

• Overview of project management

• Types of projects and different ways to approach them

• Roles and responsibilities of a project team

• The project management cycle • Useful tools and resources

• Creating a project plan, oversight, risk management, performance measurement and reporting

• Communication and engagement plans

• Project evaluation

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| **Date** | **Time** | **Location** | **Invite** |
| Thursday 12th September 2023 | 18.30-20.30 | Virtual | To follow |
| Facilitator: Venn Health Team | | | |

**Registration**

To register your interest for this event, please complete the booking form by clicking on the link below:

<https://forms.office.com/e/nrWibMPvGt>

Questions about the event or the Primary Care Academy should be sent to:

[PrimaryCareAcademy.SW@hee.nhs.uk](mailto:PrimaryCareAcademy.SW@hee.nhs.uk)

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| Dr Linda Simpson  Director, Southwest Primary Care Academy  GP Associate Dean for Cornwall  NHS England | Dr William Edney  PCA GP Fellowship Lead  Training Programme Director  NHS England |