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PROJECT MANAGEMENT & PROPERTY DEVELOPMENT (PM&PD)

For HA Development & Regeneration Staff

Revised and Re-Structured for 2009

Background

The **PM&PD course** offers the opportunity to acquire a professional project management qualification from the *Association for Project Management*, as well as covering property development topics geared to the needs of housing association Development & Regeneration staff.

The PM&PD course is overseen by a housing association sector Steering Group, led by the National Housing Federation. Following a review by the Steering Group the 2009 course personnel and structure has been strengthened and administration has been transferred to HATC Ltd.

The course is aimed at staff with two to five years of experience of delivering affordable housing projects.

Successful students will obtain:

- **A recognised professional qualification in project management** – the APMP. This is awarded by the *Association for Project Management*, the main professional body for project management in the UK & Europe;
- An NHF/HATC Certificate covering the project management syllabus and the property development syllabus.

The PM&PD course content will be delivered by HATC Associates who are APMP-qualified professional project managers with a successful track record in helping students pass the APMP exam. There will also be contributions from Andrew Drury, MD of HATC Ltd, and other housing association practitioners.

The course is held at the College of Central London, near Old Street tube station.

We have new project management lecturers, offering three benefits:

- 1. improved course materials;*
- 2. their many years experience of delivering the APMP syllabus, and*
- 3. their very strong track record in student success.*

Course Focus

The PM&PD course focuses on two specific areas:

Project Management

Covering formal project management skills, techniques and responsibilities, providing successful candidates with a professionally recognised qualification. The APMP syllabus is set out at Appendix 1

HA Property Development and Reinvestment

Covering key sector-specific topics, skills, techniques and procedures. The current syllabus is set out at Appendix 2, but may change as advised by the Steering Group, to reflect the changing environment within which HA Development & Regeneration teams work.

Student Commitment

Students will attend 4 one-week blocks of study in London. Assessment for the APMP part of the course will take place after Week 3. Other assessments in the form of coursework assignments will also be set during the course and for completion during week 4. The attendance periods are:

Week 1:	13 th – 17 th July 2009
Week 2:	14 th – 18 th September 2009
Week 3:	9 th – 13 th November 2009
APMP exam:	16 th December 2009
Week 4:	11 th – 15 th January 2010

Following student feedback, we have introduced fortnightly mock exam questions, to maintain momentum between the study weeks. The results will be sent to the student and employer (if requested)

The sessions will be delivered from 10.00 until 13.00 & 13.45 until 17.00 each day, Monday to Friday.

Students will be expected to:

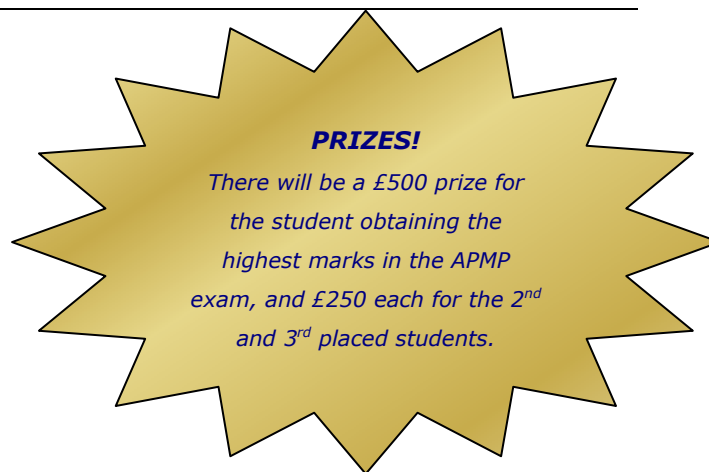
- undertake study from the provided study pack prior to joining the course,
- attend the course in full,
- study in their own time (self-study period is approximately 120 - 200 hours depending upon experience and previous level of knowledge)
- complete and submit mock APMP exam questions every fortnight between study weeks until the October APMP examination.

Where the course fees are paid for by the student's employer, the employer can receive notification of the results of their employee's tests if they wish.

Assessments

The main assessments are:

The APMP examination: This is set and marked by the *Association for Project Management (APM)*, and will be held on 16th December 2009. The APM is the main professional body for project management in the UK. Successful candidates will attain the professional qualification APMP.



The HA Property Development group case-study: This will be undertaken by the students in Week 4 of the course, with the assessment being held on the last day. This has proved to be both successful and enjoyable in the past.

Candidates who are successful in **both** assessments will attain a Certificate from the National Housing Federation & HATC Ltd.

The HATC course team

Name	Role	Responsibility
Andrew Drury BSc (Hons) APMP	Course Leader	Overall responsibility for the course; reporting to the Steering Group; some lecturing.
David Atkinson	APMP lecturer	Developing the APMP course material and (with Simon Dove), delivering it. Setting mock exam questions and marking students answers.
Simon Dove	APMP lecturer	Delivering the course material (with David Atkinson)
Jane Fulford	Course Administrator	Maintaining effective communication systems with students and lecturers; initial contact point when students are off-site. Performance review reports and statistics.
Rita Barnish	HATC on-site representative	Maintaining effective communication systems with students and lecturers; initial contact point when students are on-site.

Senior practitioners from: RSLs, Housing Corporation, solicitors, valuers, environmental consultants and others. See Appendix 3 for recent contributors.

Applicant Eligibility

Project Management:

Applicants must have recent, preferably current, experience of delivering projects within a Housing Association, of two - five years duration.

Applicants are requested to take an on-line assessment which will indicate their level of experience and understanding of project management techniques.

Dependant upon the result of the on-line, candidates may be required to take and pass the two day APM Introductory Certificate course offered by HATC.

This *Introductory Certificate* course will be offered at the concessionary fee of £475 + VAT, a **20% discount** on the normal fee, when booked in conjunction with the main course. The *Introductory Certificate course* will run on April 22nd – 23rd 2009.

HA Property Development:

The course assumes that applicants will have a level of knowledge equivalent to having recently completed the following NHF training courses:

- SHG Rules & Financial Viability (previously known as Understanding the Development Process Part1)
- Development Overview (previously known as Understanding the Development Process Part 2)
- Key Development issues (previously known as Intermediate Development)

Costs

The PM&PD course fee is £2,450 plus VAT. This includes APM exam fees and two publications: *Project Management Demystified* and the *APM Body of Knowledge*. Students may also need to spend approximately £100+ on additional project management books or have access to them from libraries.

The course fee includes two key project management publications:

- *APM's Body of Knowledge;*
- *Project Management Demystified*

These form the pre-course reading.

The course fee works out at £122.50 plus VAT per day. This is less than half the cost of comparable one-day or two-day courses, or other courses offering a professional qualification. Costs have been kept low by the continuing support of G15 members and professional consultancies who contribute to the course. The course supporters are listed in Appendix 3.

To Apply

To apply to join the ***Project Management & Property Development*** course, download an application form from www.hatc.co.uk/hatc_pmcourse.htm and send the completed form and course fee to:

PM&PD Course
HATC Ltd
Studley House
7 Moorfield Road
Ilkley
West Yorks
LS29 8BL

Appendix 1: APMP Syllabus

8 study days plus home-study.

	Topic
1.1	Project Management
1.2	Programme Management
1.3	Portfolio Management
1.4	Project Context
1.5	Project Sponsor
1.6	Project Office
2.1	Project Success & Benefits Management
2.2	Stakeholder Management
2.4	Project Management Plan
2.5	Project Risk Management
2.6	Project Quality Management
2.7	Health, Safety & Environmental Management
3.1	Scope Management
3.2	Scheduling
3.3	Resource Management
3.4	Budgeting & Cost management
3.5	Change Control
3.6	Earned Value Management
3.7	Information Management & Reporting
3.8	Issue Management
4.1	Requirements Management
4.3	Estimating
4.7	Configuration Management
5.1	Business Case
5.4	Procurement
6.1	Project Life Cycles
6.5	Handover & Closeout
6.6	Project Reviews
6.7	Organisation Structure
6.8	Organisational Roles
6.9	Methods & Procedures
6.10	Governance of Project Management
7.1	Communication
7.2	Teamwork
7.3	Leadership
7.4	Conflict Management
7.5	Negotiation

Appendix 2: HA Property Development Topics

	<i>THE BUSINESS ENVIRONMENT</i>	Approx Days
1	HA Finances, Business Plan & Development Strategy	½
2	The Planning System	1
3	Environmental Sustainability	½
4	Operational issues	½
	TECHNICAL SKILLS	
5	Accessing Subsidy	½
6	Grant Compliance & Regulatory Compliance	½
7	Property Valuation	1
8	Project financial evaluation	½
9	Design standards	1
10	Design process	½
11	Health and safety	½
12	Building construction	½
	LEGAL ENVIRONMENT	
13	Conveyancing	½
14	Contract law	½

Appendix 3: Recent Course Supporters

- HATC Ltd
- DTZ Debenhan Tie Leung
- Beyond Green
- Southern Housing Group
- Avebury Projects
- London & Quadrant HT
- Housing Corporation
- Trowers & Hamlins
- Mae Architects
- Stadium HA