

# PROJECT MANAGEMENT TOOLKIT

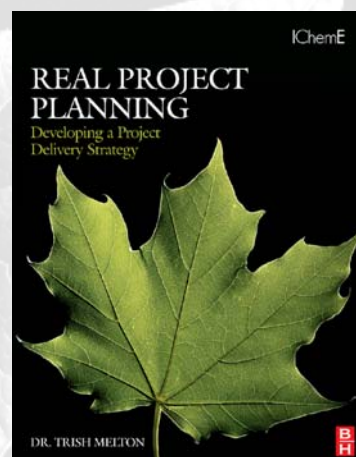
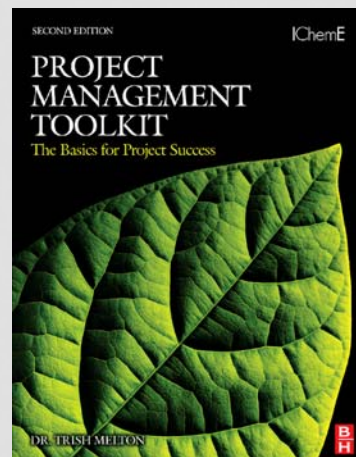
The Basics for Project Success

## The PM Toolkit Series Training Modules Dr Trish Melton, MIME Solutions Ltd.

The PM Toolkit training series enables you to realise sustainable benefits for your organisation via the successful delivery of projects. They are:

- Practical workshops designed as stand alone single training days or a 3 day programme
- Based on Dr Melton's 'Project Management Toolkit' series (relevant books issued in addition to course material)
- An introduction to a variety of 'tried and tested' unique and generic PM tools and techniques
- Aimed at personnel involved in any kind of project delivery (business change, capital engineering or process improvement)
- Structured around the extensive use of case study material and delegate exercises

Date (2008)	Venue	Cost (not inc. VAT)
Apr 28, 29, 30	Willington Hall Nr Tarporley, Cheshire	£350 - day course £895 - 3 day course
Sep 29, 30, Oct 1	Willington Hall Nr Tarporley, Cheshire	£350 - day course £895 - 3 day course



To the point, brief and entirely practical, 'PM Toolkit' is a route map for project success. *'The real power in this (series) comes from using it as a reference tool...have it readily to hand as you manage a project'* Bill Wilson, Programme Manager, Projects Group, Astrazeneca.



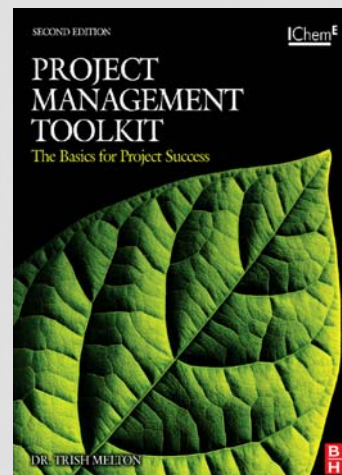
TRISH MELTON



For more information contact:  
**MIME Solutions Ltd**  
 Tel: +44(0)1829 759272  
 Fax: +44(0)1829 759330  
 v.bate@mimesolutions.com  
[www.mimesolutions.com](http://www.mimesolutions.com)

# PROJECT MANAGEMENT TOOLKIT

The Basics for Project Success



## The PM Toolkit

### Dr Trish Melton, MIME Solutions Ltd.

The PM Toolkit training course enables you to realise sustainable benefits for your organisation via the successful delivery of projects. It is:

- A 1 day practical, entry level workshop designed to get you up and running fast
- Based on Dr Melton's 2nd edition book 'Project Management Toolkit' (issued in addition to course material)
- Aimed at personnel involved in any kind of project delivery (business change, capital engineering or process improvement), and those involved intermittently with projects throughout their career
- Structured around simple, step-by-step tools for understanding and managing each of the key value-add project stages:

Stage 1 - Developing a business case

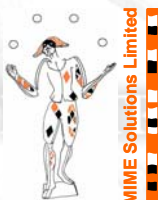
Stage 2 - Robust planning

Stage 3 - Staying in control

Stage 4 - Delivering benefits

*'The Project Management Toolkit is a great teaching resource which provides practical straightforward mechanisms for the rationalisation, control and audit of projects.'* Denis Ring, CEng, MChemE, University College, Cork, Ireland.

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Sep 29	Willington Hall Nr Tarporley, Cheshire	£350



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Fax: +44(0)1829 759330

v.bate@mimesolutions.com

[www.mimesolutions.com](http://www.mimesolutions.com)

# REAL PROJECT PLANNING

Developing a Project Delivery Strategy



## Real Project Planning Dr Trish Melton, MIME Solutions Ltd.

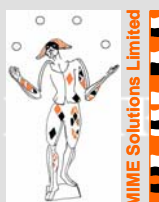
The Real Project Planning course enables you to realise sustainable benefits for your organisation via the successful planning of projects. It is:

- A 1 day workshop providing expert advice and an in depth planning toolkit
- Based on Dr Melton's book 'Real Project Planning' (issued in addition to course material)
- Aimed at personnel involved in any kind of project delivery (business change, capital engineering or process improvement)
- Structured around a set of planning tools and techniques, demonstrating how to get the planning right for increased certainty of outcome, and more effective delivery, at three levels:

Business planning – how the project will deliver the business case  
 Set-up planning – how the project will be administered  
 Control planning – how the project will be managed and controlled

*'You can have the best managed project in the world but if it doesn't deliver the right thing at the right time it's stressful, if not disastrous. Following the tools in this book can help take the stress out of that process'* Arnold Black, Network Director, The Resource Efficiency Knowledge Transfer Network.

Date (2008)	Venue	Cost (not inc. VAT)
Apr 28/9	Willington Hall Nr Tarporley, Cheshire	£350
Sep 30	Willington Hall Nr Tarporley, Cheshire	£350



TRISH MELTON

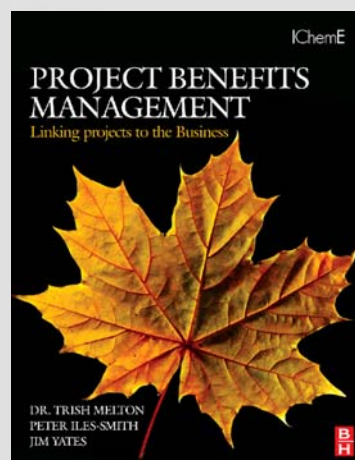


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# PROJECT BENEFITS MANAGEMENT

Linking projects to the Business



## Project Benefits Management

Dr Trish Melton, MIME Solutions Ltd.

The Project Benefits Management training course enables you to realise sustainable benefits for your organisation. It is:

- A 1 day workshop providing expert advice and an in depth benefits management toolkit
- Based on Dr Melton's book 'Project Benefits Management' (issued in addition to course material)
- Aimed at personnel involved in any kind of project delivery (business change, capital engineering or process improvement)
- Structured around a set of benefits management tools and techniques, demonstrating the business process which links the start of a project to the end:

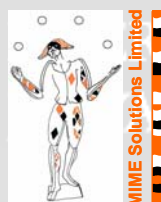
Benefits concept – making the initial link to the business

Benefits specification – linking benefit metrics to the defined scope

Benefits realization – tracking benefits delivery following project delivery

*'The real power in this book comes from using it as a reference tool....have it readily to hand as you manage a project'* Bill Wilson, Programme Manager, Projects Group, Astrazeneca.

Date (2008)	Venue	Cost (not inc. VAT)
Apr 30	Willington Hall Nr Tarporley, Cheshire	£350
Oct 1	Willington Hall Nr Tarporley, Cheshire	£350



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# The PM Toolkit Series

## Training Modules

Dr Trish Melton, MIME Solutions Ltd.



Practical workshops designed as stand alone single training days or a 3 day programme.

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Apr 28	Willington Hall, Nr Tarporley, Cheshire	£350	
Apr 29	Willington Hall, Nr Tarporley, Cheshire	£350	
Apr 30	Willington Hall, Nr Tarporley, Cheshire	£350	
Apr 28, 29, 30	Willington Hall, Nr Tarporley, Cheshire	£895	
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Sep 30	Willington Hall, Nr Tarporley, Cheshire	£350	
Oct 1	Willington Hall, Nr Tarporley, Cheshire	£350	
Sep 29, 30, Oct 1	Willington Hall, Nr Tarporley, Cheshire	£895	



Last Name ..... First Name ..... Title .....

Company ..... Job Title .....

Correspondence Address .....

.....

Telephone ..... e-Mail .....

Special Dietary Requirements .....

Payment details: Cheque  Invoice

Please make cheque payable to 'MIME Solutions Ltd.'

Payment must be received in full prior to the event

Billing address for invoice (if different to above) .....

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If you would like accommodation at Willington Hall Hotel, the cost is £80 sgl, bed and breakfast or £120 dbl, bed and breakfast. You may make a direct reservation at [enquiries@willingtonhall.co.uk](mailto:enquiries@willingtonhall.co.uk), telephone 01829 752321 or visit the website at: [www.willingtonhall.co.uk](http://www.willingtonhall.co.uk)

Cancellation Policy: Cancellations made less than 48 hours before the event will not receive a refund. Substitutions welcome. We reserve the right to cancel or alter the programme.

Please return this form with your remittance to:  
 MIME Solutions Ltd.  
 Gable Cottage, Childwall Farm,  
 Kelsall Rd, Tarvin,  
 Nr Chester  
 CH3 8NR

Tel: +44 (0)1829 759272  
 Fax: +44 (0)1829 759 330  
 e-Mail: [v.bate@mimesolutions.com](mailto:v.bate@mimesolutions.com)  
[www.mimesolutions.com](http://www.mimesolutions.com)