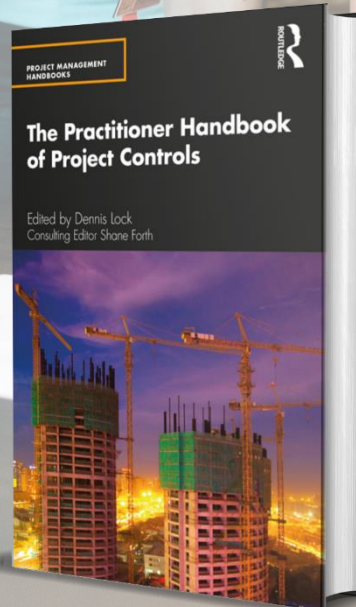


**A very special gift for delegates to our upcoming courses  
The Practitioner Handbook of Project Controls (RRP £95.99)**

All first-time delegates to courses provided by GO FORTH will receive a complimentary copy (posted to their home address) of the definitive project controls text book



## The Practitioner Handbook of Project Controls

Edited by Dennis Lock  
Consulting Editor Shane Forth

**Shane Forth** is a Fellow of the APM and the ACoStE with over 40 years' experience in the oil, gas, nuclear power and other industries. As 'GO FORTH' he provides consultancy services to help organizations develop the skills of their project management people. Shane sits on working groups and lectures at universities and events. For his MSc he won the Stephen Weare award for best overall performance. He also won APM's Geoffrey Trimble Award for best Master's post-graduate dissertation. Shane has been honoured twice by the ECITB (including a national award for individual leadership and significant contribution to training and development).

<https://www.routledge.com/The-Practitioner-Handbook-of-Project-Controls/Lock/p/book/9780367253097>

**ECITB grant support may be available to member companies,  
please contact your account manager to discuss your requirements**

To arrange a course or placement or find out more

Email [shane.forth@goforth.org.uk](mailto:shane.forth@goforth.org.uk), call +44(0)7411 595250 or visit us at [www.goforth.org.uk](http://www.goforth.org.uk)

## Course Overview

Document Management is at the centre of every project. Its processes are different on every project due to the need to integrate the document management requirements of client, contractor and major vendors/subcontractors. This training focuses on the principles underlying the function in order for it to be transferable across companies. The course is comprised of four modules - setting the scene, understanding the requirements, setting up project processes and leading the document management function.

## Course Style

Course style is virtual instructor-led. Delegates are provided with access to the GO FORTH Microsoft Teams environment that is specially configured for enhanced collaboration. The rich and high-quality interactive virtual learning workspace helps replicate the physical classroom environment, whilst providing all the advantages of a structured virtual learning environment

## Course Duration

3 x 4 hour virtual teaching days (09.00am to 13.00pm including comfort breaks)

## Course Content

- Project lifecycle & contract types
- Role of document management
- Quality, legal and contractual requirements
- Methods and tools for controlling documents
- Types of procedures and workflows needed
- Document communication and distribution
- Changing procedures to suit project changes
- Project reporting and records
- Configuration management
- Project handover and closeout
- Using KPI's to improve the function
- Using lessons learned processes

## Who Should Attend?

Those who need to understand how to control a project, such as Project Coordinators, PMO members and Project Managers; who have not previously had any formal best-practice project, management training.

## Learning Objectives

- Understand the project life cycle and the role of Document Management
- Understand the procedures which need to be written at the start of a project and the factors to be considered when writing them
- Understand how to run Document Management from a technical perspective
- Understand the requirements for project closure and handover

## Assignments

Delegates are required to complete a pre-course assignment (included in the course joining instructions) an in-course assignment and a post-course assignment.

## Certification

Those who successfully complete the course and assignments (requires overall score 70%), will receive a Certificate of Achievement.

***ECITB grant support may be available to member companies,  
please contact your account manager to discuss your requirements***

*To arrange a course or placement or find out more*

Email [shane.forth@goforth.org.uk](mailto:shane.forth@goforth.org.uk), call +44(0)7411 595250 or visit us at [www.goforth.org.uk](http://www.goforth.org.uk)