

Considering a career in Project Management?

Project management is an exciting and varied career that uses lots of different skills, knowledge and experience.

About Project Management

A project manager takes a project from start to finish making sure it is kept to budgets and deadlines. They will need to manage people, risks, change and events that happen during the life of the project. They also need to coordinate and delegate tasks and assignments to achieve a goal. A project manager is someone who is focussed and confident - a team player who can inspire people to successfully complete the tasks in hand to the best of their abilities.

Project Management Skills

Organisational skills Communication skills

Problem solving skills **Working in teams**

Working within budgets & time constraints

Tenacity **IT & Leadership skills** **Persuasive**

Forward thinking Innovative & Inspiring

Routes into Project Management

Internships, Apprenticeships and Higher Apprenticeships.

Graduate Training Schemes and Entry level Assistant Positions.

Project Support or project team member or other related experience.

Project Management Qualifications

Degree or Post Graduate Degree in Project Management.

Certificates (General) Introductory and more Advanced e.g. APMP & Practitioner.

Certificates (Specialised) Project Management processes e.g. Agile & PRINCE 2.

Project Management Roles & Routes to Getting Into Project Management

At the beginning of your career there are three potential paths to take;

The Project Organisation Path

Those completely new to the workplace or project management should be looking for any opportunities within a project based organisation or consultancy.

The jobs you might consider may not necessarily have much to do with project management but this is an opportunity to get in the door with an organisation that delivers projects day in, day out.

The Project Support Path

Those completely new to the workplace or project management should consider supporting roles. Jobs generally titled; "Project Administrator", "Project Assistant", "Project Support Officer", "Project Co-ordinator" or "Project Management Support"

These roles support the project manager and project team in all areas of project based administration. They combine administration with basic project management - areas like filling in registers, document formatting, completing reports and basic financial spreadsheet management.

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The Project Support Path

For those who have already gained advanced knowledge in project management through their degree and understand the theory of project management. Assistant Project Managers work much closer with the Project Manager on the project delivery. The Assistant Project Manager will have tasks delegated to them by the Project Manager to complete under their guidance. This is a role which is typically more hands on with the project deliverables however in some organisations the role of the Assistant Project Manager may be combined with that of a project support. This should be considered a good thing for career development purposes because it is an opportunity to see how the whole project is being managed from a process and people management point of view.

What subjects do I need to study at School?

There is no set educational path to becoming a project manager; the most common route consists of earning a degree or certificate in project management, as well as professional certification. Project management careers require that you are able to coordinate and delegate a series of tasks and assignments in order to achieve a goal.

According to the Association for Project Management (APM), it is important to:

- be interested in seeing a project through from start to finish
- enjoy taking responsibility
- be motivated by achieving set goals or targets.

if you want to have a successful career.
(www.apm.org.uk)

What will I earn?

Salaries vary according to the role.

Where will I work?

There are opportunities to work in both public and private sectors as well as the voluntary sector. Project Managers work in Banking, Education, IT, Construction, Healthcare, Housing, Logistics, Airlines, Insurance and many, many more sectors.

Want to find out more?

Useful Websites include – **UCAS** www.ucas.com
APM www.apm.org.uk/project-management-careers
www.apm.org.uk/apprenticeship
National Careers Service
<https://nationalcareersservice.direct.gov.uk/advice/planning/jobprofiles/Pages/ProjectManager.aspx>