

COURSE INFORMATION –

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SUPPLY

Electronic copies of the course documentation are accessible exclusively to approved trainers. Individuals who have been authorized may request controlled copies by reaching out to info@inrail.ca.

OVERVIEW

This course overview outlines that the training pack has received approval from Metrolinx for both delivery and assessment purposes. The pack is designed to facilitate efficient delivery with minimal preparation time, but to fully maximize its benefits, trainers are advised to familiarize themselves with the contents before use.

Trainers have the flexibility to customize the presentation to align with their preferred delivery style and can incorporate other visual aids as needed. It is important to note that the complete technical content must be delivered as part of the training.

COURSE SUMMARY

The Work Package Plan (WPP) Course is designed to equip participants with the essential knowledge and practical skills needed to excel in project management roles that involve creating, managing, and overseeing work packages effectively. Work packages are fundamental components of project planning and execution, and this course delves deep into the intricacies of their creation, management, and integration into project management processes.

COURSE AIMS

The aim of the Work Package Plan (WPP) Course is to provide participants with the knowledge and skills needed to effectively create and manage work packages within project management.

COURSE OBJECTIVES

At the end of the Work Package Plan (WPP) Course, the delegates should be able to;

- Accurately define and describe what a work package is in the context of project management.
- Create work packages for a given project, breaking down project tasks into manageable units with clearly defined objectives and deliverables.

- Demonstrate the ability to effectively manage and control the scope of work packages throughout a project's lifecycle.
- Estimate resource requirements for work packages and allocating resources efficiently.
- Identify potential risks associated with work packages and develop strategies to mitigate these risks.
- Use monitoring and control techniques to track the progress of work packages, identify issues, and implement corrective actions.
- Use communication skills, enabling delegates to convey work package details effectively to team members, stakeholders, and project managers.
- Create and maintain detailed documentation for work packages and generate meaningful reports for project stakeholders.
- Understand how work packages integrate into the larger project management framework, including their alignment with project plans, schedules, and budgets.
- Apply quality assurance practices to ensure that work package deliverables meet established standards and criteria.
- Be able to foster effective teamwork and collaboration among team members working on work packages.
- Analyze past work packages, identify lessons learned, and implement improvements in future projects.
- Demonstrate an understanding of legal and ethical considerations related to work packages, including intellectual property, confidentiality, and compliance.
- Complete practical scenarios and case studies to reinforce their understanding of work package management concepts.

COURSE DAYS

Initial Course – 3 Days

Recertification Course – 1 Day

COURSE DELEGATES

Maximum delegates - 20

COURSE PRE-REQUISITES

DELEGATES:

For candidates, the following prerequisites apply:

1. Must possess a PTS competency.
2. Meet the fit for duty requirements specified by Metrolinx.
3. Have a satisfactory level of literacy to fulfil Entry Qualifications.

TRAINERS:

To be eligible to deliver the task brief course, the trainer must meet the following prerequisites:

- i. Hold a relevant training/assessment qualification at a minimum of level 3 standard.
- ii. Demonstrate adequate occupational competence in the subject matter.
- iii. Possess a minimum of 12 months of experience in the skill being trained or have a track record of successfully delivering similar training within the last two years.

These prerequisites ensure that the trainer has the necessary qualifications, expertise, and recent experience to effectively deliver the task brief course.

REFERENCE DOCUMENTS
