

Graduate Project Manager Programme

2020 Intake

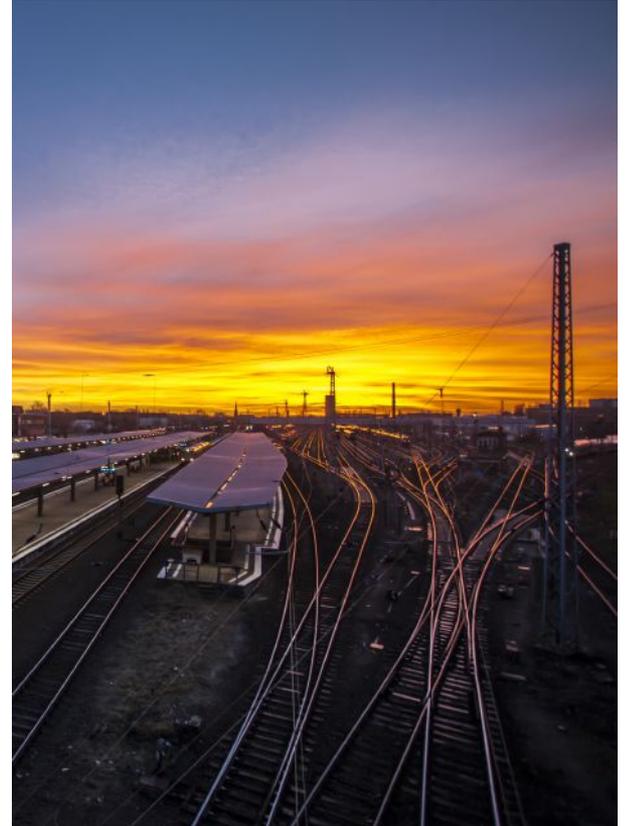


23/01/2020



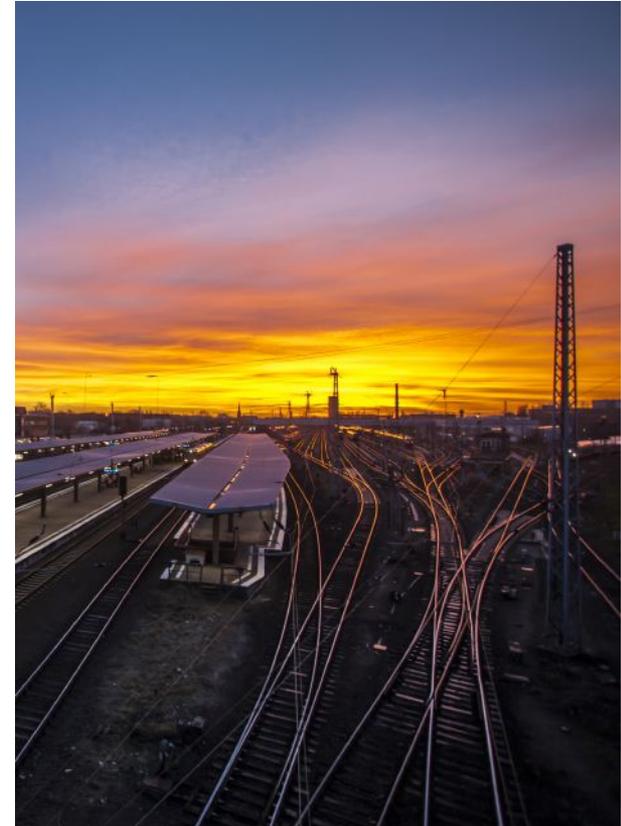
Welcome to CPMS

- » **Who are we?**
- » We're a small consultancy of around 90 people who specialize in providing wrap around project management services (including health & safety, environmental, commercial, design and construction) largely to rail industry clients but also to other infrastructure clients
- » **Where are we?**
- » We have a head office in central London, with colleagues based in client offices across London and Cardiff.
- » A small number of colleagues are based on a variety of other projects around the UK.
- » As part of our commitment to growth, we're aiming to open an office in northern England later in 2020.



Why would you join us?

- » Starting salary of £27,000
- » Permanent contract
- » Small enough to care about you as an individual
- » Big enough to provide you with a range of placements
- » Start-up feel with opportunity to contribute to our growth
- » Male/female balance (45/55%)
- » APM qualifications paid for
- » Company performance bonus scheme
- » Employee referral bonus
- » Paid time off for charity/volunteering
- » Perkbox (a discount scheme in major shops and services)



What is Project Management

- » **Project management** is the application of processes, methods, skills, knowledge and experience to achieve specific project **objectives** according to the project acceptance criteria within agreed parameters. Project management has **final deliverables** that are constrained to a finite timescale and budget.
- » A key factor that distinguishes project management from just 'management' is that it has this final deliverable and a **finite timespan**, unlike management which is an ongoing process. Because of this a project professional needs a wide range of skills; often technical skills, and certainly people management skills and good business awareness.
- » <https://www.apm.org.uk/resources/what-is-project-management#Bok7>



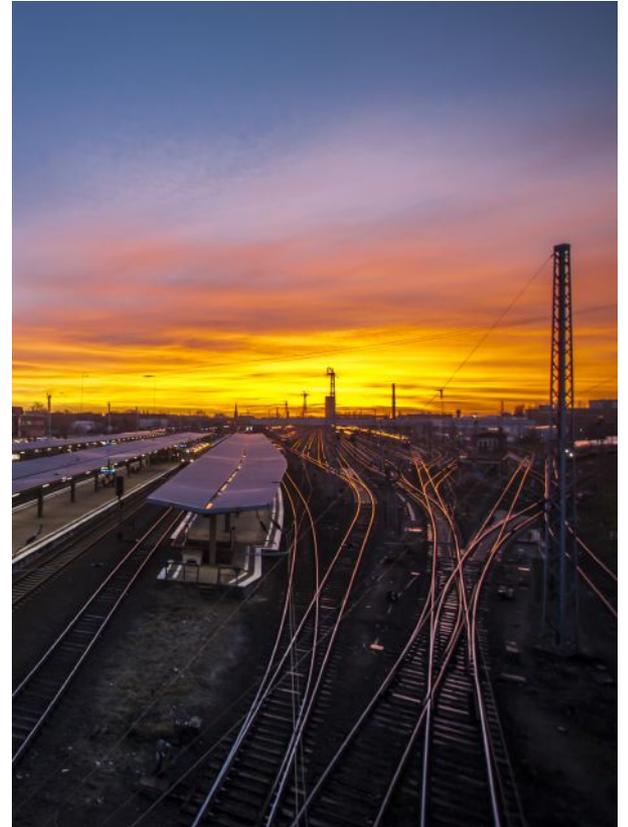
Project Management as a career

- » Project managers are now employed in almost every industry and sector in the country.
- » In the UK the digital/IT sector and construction/infrastructure sectors are some of the largest and most established users of project management techniques. That's because a lot of the work has that clear 'start and end' that requires project management, rather than just ongoing management.
- » If you join our programme you'll specialise in rail and other significant national infrastructure. Project management techniques can be applied to most settings so it's a great skillset which can take your career as high as you like and all around the world.



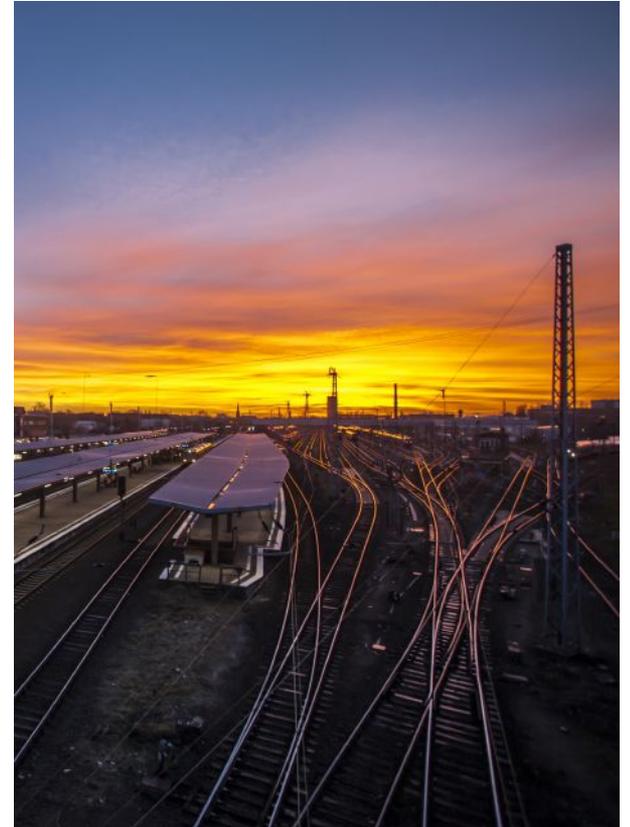
Our programme

- » In your first month you'll spend your time getting to know the business
- » You'll visit all our current locations and meet the teams
- » You'll get to know the other functions that support the business such as finance, HR and business development
- » You'll go and visit a construction site so you can see the final stages of a project coming to life.
- » You'll get some intensive training so you start to understand the railway in the UK. We think it's one of the most complex and fascinating parts of our country
- » You'll join our 'future leaders' programme to meet other early career colleagues



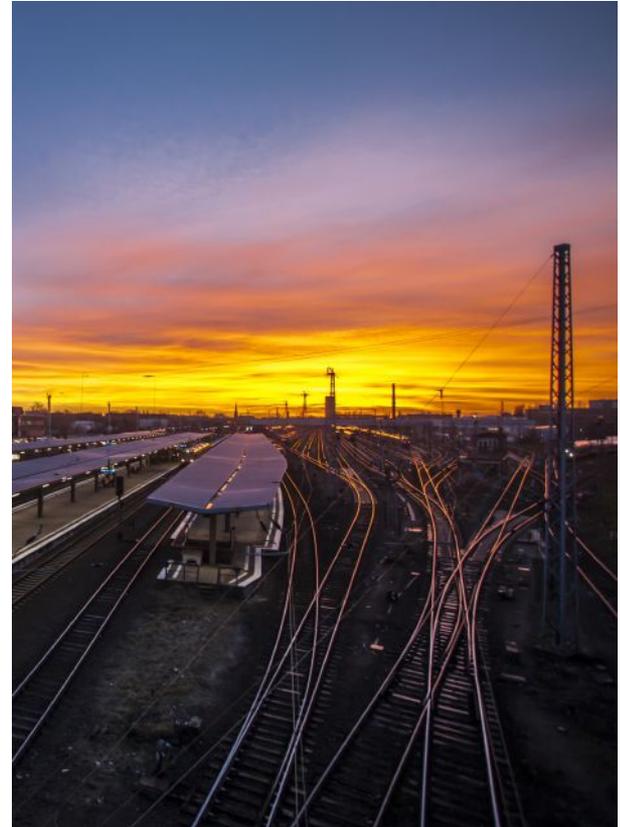
Our programme

- » You'll then go on to your first of 3 or 4 placements.
- » Over the two years, you'll spend time with each of our professional groups on placement such as Engineering, Planning, Commercial and Health & Safety, all the while working on real live projects
- » On each placement you'll have some objectives to achieve.
- » After 12 months you'll go into a live role as a project management assistant, but still under the 'protection' of the graduate programme.
- » You'll study and take your first level project management qualification



Our programme

- » At the end of the 2 year programme you should be ready to move into an Assistant Project Manager role.
- » You'll know how all the relevant players in a project work together, what each of them brings and the stages of a project life cycle and have seen them through in real life
- » At this point you'll be taking responsibility for small projects or working on parts of smaller projects. You could be responsible for millions of pounds of spending
- » You might even have some colleagues to manage to support you.



What do you need to be successful?

- » A 2.2 degree or above. Ideally in a related subject such as engineering (any), architecture, building, quantity surveying, project or business management but we will consider other subjects providing you can show us;
- » A love of systems, processes and order.
- » The ability to get people to work with you, resolve problems and reach agreement
- » A focus on getting things done even when it feels difficult, to meet deadlines and targets
- » Feel comfortable working with both complex numerical and technical language and information
- » Right to work in the UK

- » Put together a great CV
 - » Remember to include out of education activities
 - » What have you achieved and what did you learn, either technical skills or about yourself?
- » Write a covering letter
 - » Tell us about your interest in project management.
 - » Have you had any experience of this before? (this isn't essential)
 - » What skills do you have to be successful? (the page above will give you a good idea)
 - » What would you hope to get out of the programme?
 - » How would you apply what you've learnt in your degree to the programme?

- » Follow this link [Apply for Project Manager Programme](#) to register your details.
- » Upload your CV and Covering Letter
- » Make sure your application reaches us before midnight on Sunday 29th March 2020
- » If you have any queries, please contact us;
- » Careers@cpmsgroup.com
- » Good Luck! We're really looking forward to receiving your application!

What happens next?

- » Once we've reviewed your application we'll let you know one of two outcomes.
- » If you don't meet the requirements to go through to the next stages, we'll tell you. As we get a lot of applications, we won't be able to give you any feedback at this point.
- » If we think you've provided us with evidence of potential, we'll invite you to have a short phone interview. This will be an opportunity to learn a bit more about you and for you to learn about us
- » After your phone interview, we'll review everyone and either let you know we aren't going to continue your application (and provide you with feedback) or invite you to an assessment session.
- » This is a more accurate way of getting to know about your skills and abilities than just an interview on its own.
- » We'll provide you with more detail about this before you come to meet us, but all the activities we'll ask you to do will be prepared on the day and will be related to the programme and job of a project manager.