

PAYMENT by credit or debit card:

3 Digit Card Security Number*

Mastercard / Visa / Maestro account number

Expiry date

Maestro Issue Number

Please charge my account with the sum of £

Signed

Date

* This number will be destroyed once we have taken your payment. If you do not wish to supply this number you can pay by cheque or pay online by going to the url for this course: www.conted.ox.ac.uk/V400-168

Please return this form with your remittance (cheques payable to OUDCE) to the PTHE Programme Administrator, OUDCE, 1 Wellington Square, Oxford OX1 2JA. Tel: 01865 270380 or email professional.arch@conted.ox.ac.uk

Payment of fees must be made in full at the time of booking. Please note that businesses and organisations can be invoiced on provision of a Purchase Order and completed enrolment form.

CANCELLATIONS AND REFUNDS

Fees will only be refunded in exceptional circumstances and all refunds will be subject to a £20 administration charge. Without exception, the cost of any meals booked will be retained if you cancel less than 7 days before the course begins. Refund requests should be made, in writing, to the Manager of Public Programmes, OUDCE, 1 Wellington Square, Oxford, OX1 2JA, or by emailing ppdayweek@conted.ox.ac.uk.

Course Tutors

EDMUND LEE

English Heritage

AMANDA FEATHER

English Heritage

Director of Studies

DR PAUL BARNWELL

Director of Studies, Historic Environment, OUDCE

Department for
Continuing
Education



ENGLISH HERITAGE

Professional Training in the Historic Environment

Running a Historic Environment Project using MORPHE

FRIDAY 29 JUNE 2012



In association with the



This course can count towards the CPD requirements of IfA and IHBC. See details of their schemes for further information.

www.conted.ox.ac.uk/V400-168

Much of the work of professionals working in the historic environment is organised in projects. A project is simply a temporary organisation of people and resources to achieve an agreed result. This could be fieldwork such as an excavation or a survey, or it could be research and development work such as the development of a new website, research for a thesis, or a publication. The key is that a project brings about a change.

Project management regularly features in surveys of sought-after skills in the sector. This course uses the MoRPHE project management approach to provide an introduction to those skills. MoRPHE was developed by English Heritage for projects it undertakes or commissions, and has become widespread in the heritage sector for projects of £10K to £100K value or a few weeks to months or years duration.

The course will be of use to all those who work in or study the historic environment. Each stage in a project from Start Up to Closure is examined and discussed. Key project documents used to manage a project are introduced and described. The course provides an opportunity to practice project management using realistic exercises.

For those new to project management, some pre-course work is required.

For further details about this course, visit our website www.conted.ox.ac.uk/V400-168.

PROGRAMME

FRIDAY 29 JUNE 2012

9.15am	Registration and coffee / tea
9.45am	Introductions, course aims and objectives
10.15am	Overview of MoRPHE – project stages and roles
10.30am	Start up stage
10.45am	Exercise – project proposals
11.15am	Coffee / tea
11.30am	Initiation stage
12.05pm	Exercise – analysing risks
12.25pm	Exercise – product-based planning
1.00pm	Lunch
2.00pm	Execution stage
3.00pm	Exercise – managing an issue
3.30pm	Tea / coffee
3.45pm	Project closure
4.00pm	Exercise – closing a project
4.15pm	Adapting MoRPHE to your project
4.30pm	Discussion
5.00pm	Course disperses

**To be held at Rewley House,
1 Wellington Square, Oxford**

ENROLMENT FORM

Running a Historic Environment Project using MoRPHE

O11P252AHJ [V400-168]



Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Daytime Tel.	<input type="text"/>
Email	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Would you like to receive email publicity from the Department? (Please tick)	<input type="checkbox"/>
I would prefer <u>not</u> to be on your mailing list?	<input type="checkbox"/>
The Department may occasionally collect images & videos of students for use in promotional materials, both printed and online. I do <u>not</u> wish to participate (Please tick)	<input type="checkbox"/>
To enrol online, add the code V400-168 to the URL for the Department's website: www.conted.ox.ac.uk/V400-168	<input type="text"/>
FEE OPTIONS	
With lunch	£171.00
Without lunch	£160.00
Vegetarian option?	<input type="checkbox"/>
Do you have a disability or special need?	<input type="checkbox"/>
If so, please state your disability / special need	<input type="text"/>