PROJECT MANAGEMENT

BTS
Training & Consultancy

Project Management Skills Development

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Project Management Skills Development

Introduction:

This course is designed to teach the skills required to effectively manage projects within an organization. Basic principles are reviewed, such as resource loading and leveling, how to crash project schedules, and phase/gate methodologies. Also, essential skills are imparted, including the ability to scope projects, identify critical issues, and plan projects.

Methodology:

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

Certificate:

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

Who Should Attend?

This course is specifically designed for employees who need a better understanding of the skills required to effectively manage a project.

Course Objectives:

Learning Objectives

- Learn how to finish projects on time and within budget as well as specified quality and
- performance criteria.
- Learn when and how to use critical project management tools such as PERT, CPM and Gantt Charts.
- Learn how to adjust leadership style to achieve purposes in different project situations.
- Learn how to marshal team resources, capitalizing on the strengths of individual members and benefiting from the synergy of their combined efforts.
- Learn how to evaluate, select and use the latest market-proven PC-based project management software.
- Learn how to advance quickly your project management proficiency to the next level.
- Understand the five traits/characteristics of successful project managers enabling you to focus your energies for maximum professional growth.

Course Outline:

Introduction to Project Management Skills Development

- Key Project Management Roles
- Expected Benefits
- Pilot Results
- New Product Introduction Wave Form
- Dysfunctional Wave Form for NPI
- Product Introduction Wave Forms
- Global Perspective in Project Management
- Defining Project Management
- Five Step Process to Project Success
- Project Management Process Steps
- Benchmarking Project Management Competencies

Select Project

- Selecting Projects
- Project Prioritization Grid

Initialize Project

- Selecting a Sponsor
- Writing the Initial Scope Document
- Scope Document – Terms and Definitions
- The First Step: Stating Specific Goals
- Detailing Boundaries, Driver and Deliverables
- Completing the Objective Statement
- How to Review, Modify and Clarify the Scope
- Scope Document Example and Template

Develop Critical Issues and Project Organization Structure

- Defining Critical Issues
- Examples of Critical Issues
- Facilitating Critical Issue Identification
- Prioritizing and Resolving Critical Issues
- Pro forma Critical Issues Identification Action Agenda
- Creating Teams & Sub-teams and Chartering Those Teams
- Mock Upgrade Team Summary
- Critical Issues Template
- Team Summary Table Template

Develop Top Tier, Logic Driven WBS

- Terms and Definitions
- Nine-Step Planning Process
- Creating Work Breakdown Structure (WBS)
- Identifying High Level Tasks, Task Interrelationships and Durations
- Strategies for Planning Projects
- Importance of Inputting Plan into Software

Complete Project Risk Analysis

- Potential Problem Analysis (PPA)
- PPA Examples and Forms
- Identifying Preventative Actions
- Developing Contingency Plans and Triggers

Develop Detailed Project Plans

- Phase/Gate Systems for Project Management
- Project Development Methodology Gate Protocol Table
- Task Dependencies
- Task Relationships
- Benefits and Use of Gantt
- BAR-B-Q Pit Gantt Chart
- Benefits and Use of Network Diagrams
- Network Diagrams
- Network Diagrams and the Six Block Method
- Time Estimating
- Resource Loading and Leveling
- Resource Planning Worksheet
- Resource Planning Worksheet with Resources
- WBS with Predecessors, Task Owners, Effort, Duration & Loading
- Project Planning Worksheet
- Resource Histogram: Systems Analyst
- How to Compare Plans against Critical Issues and PPA

Finalize Project Economics & Prepare CAR

- Gathering Appropriate Financial Data
- Cost Management -- A Private Sector Example
- Overview- How to complete and publish Project Economics Using Established

Develop Communications Plan

- Communication and the Project Manager
- Identifying Key Stakeholders
- Determining Vehicles, Recipients, Accountability and Frequency
- Communication Plan and Strategy - Platform Process Development Project
- Communication Plan and Strategy- Project Upgrade
- Communication Plan
- Communication Strategy

Reach Consensus on Project Scope, Plan & Economics

- Establishing Baselines

- Value in Reducing Project Time
- Compressing the Critical Path - Fast Tracking the Project

Implement, Track & Control

- Project Scheduler/Controller Role: Tracking & Controlling Projects
- Tracking and Controlling Projects
- Tracking/Controlling the Short Term Future with Project Management Software
- Milestone, Slack, and Baseline
- Baseline Changes

Close Project

- Project Closure Process
- Action Agenda
- Punch List
- Project Management – Lessons Learned
- Technical Lessons Learned
- Celebrate Success

Post Project Assessment

- World Class Project Management Key Success Factors
- Characteristics of World Class Project Management