Effective Project Coordination & Management

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Introduction:

Projects frequently fail, not because of a lack of technical skills on the part of those executing the project, but because of inadequate coordination, integration, communication and control of project activities, people, stakeholders and contractors. This is due mainly to the inability of many project managers to successfully apply the tools and techniques of modern project coordination and control to their projects, as well as to manage and motivate the human resources assigned to the project.

In addition to the financial losses suffered by the organization, many such projects also fail to deliver the required quality of outcomes intended for the project, as a direct consequence of the inadequate identification, definition, planning and control of client or end-user requirements. At this level of management, project and program managers interface to a much larger degree with the strategic business goals and objectives of the company, and are typically involved in strategic business and financial decisions affecting the overall success and efficiency of the organization.

Hence, integration and beneficial utilization of organizational resources, and the application of project portfolio management skills, become critical to the effective and successful delivery of projects.

Highlights of the seminar:

- Coordinate and integrate projects, people, suppliers, and stakeholders.
- Proactively identify the requirements of the project in terms of the business objectives
- Understand what it takes to be a successful and effective project coordinator.
- Select and manage teams and plan and control projects successfully.
- Sidestep the most common project management pitfalls and problems.

- Understand and practice effective project coordination techniques in successfully completing and handing over projects

This brand new seminar will significantly enhance the skills and knowledge of delegates and improve their ability to plan, manage, and control projects. The material has been designed to enable delegates to apply all of the material with immediate effect at the office

Training Methodology

Delegates will develop fundamental project management performance and control skills and knowledge through formal and interactive learning methods. The program includes team projects, applicable case studies, group discussion and critical analysis of video material based on actual large construction projects.

Additionally, the seminar does not assume prior knowledge of the topics covered in the course. New concepts and tools are introduced gradually to enable delegates to progress from the fundamental to the more advanced concepts of project management.

Who should attend?

This seminar is designed for:

- Project managers
- Project planning engineers and managers
- Senior project control and business services professionals who have the responsibility for planning and controlling project schedules and costs in client and contracting companies.

Course Objectives:

Seminar Objectives

The Primary Objectives of the Seminar are to help Delegates to:

- Gain knowledge of techniques used in project planning and control
- Systematically define, design, and integrate end-user requirements in the project

- Identify risk sources and learn how to mitigate potential risks and deal with uncertainty
- Learn how to administer project documentation and reporting
- Develop effective performance monitoring and control systems
- Effectively select, develop, and manage human resource

Programme Outline:

Day1 - Project Management Framework, Organizational Structures, Systems and Processes

- Introduction to Project Management
- What Is a Project?
- What Is Project Management?
- Definition of a Project Manager
- Stakeholders
- Setting the Stage for Project Alignment with Strategy
- Knowledge Areas & Project Process Flow
- The Triple Constraint
- Program Management and Portfolio Management
- Program Management and Project Management
- Enterprise Environmental Factors
- Organizational Process Assets

Standard for Project Management life cycle:

- Project Management Processes
- Initiating Process Group
- Planning Process Group
- Executing Process Group
- Monitoring and Controlling Process Group
- Closing Process Group

Project Integration Management

- What Is Project Integration Management?
- Develop Project Charter
- Workshop

Organizational Structures

- Functional Organization
- Weak Matrix Organization
- Strong Matrix Organization
- Balanced Matrix Organization
- Project zed Organization
- Organizational Structure Influences on Projects

Day2 - End-User Requirements Definition and Development & Project Scope Management

- What Is Project Scope Management?
- Scope Planning
- Scope Statement
- Scope Definition
- Stakeholder Analysis
- Project objectives
- Work Breakdown Structure
- Scope Verification
- Scope Control
- Workshop

Selecting and Developing the Project Team

- The Communication Loop
- Stages of Team Development
- Dynamics of Team Development
- Types of Power/Authority
- Maslow's Hierarchy
- Human Resource Management
- What Is Leadership?
- Definition of a Team
- Situational Leadership® Styles

Day3 - Project Selection Methods & Time Management

- Project Selections
- Net Present Value
- Opportunity Cost
- Internal Rate of Return

- Payback Period
- Benefit to Cost Ratio
- What Is Project Time Management?
- Activity Definition
- Decomposition
- Activity List
- Activity Attributes
- Activity Sequencing
- Precedence Diagramming Method (PDM)
- Arrow Diagramming Method (ADM)
- Dependency Determination
- Applying Leads and Lags
- Project Network Schedule
- Activity Resource Estimating
- Resource Availability
- Bottom-up Estimating
- Activity Resource Requirements
- Activity Duration Estimating
- Analogous Estimating
- Parametric Estimating
- Reserve Analysis
- Three-Point Estimates
- Activity Duration
- Schedule Development
- Critical Path Method
- Schedule Compression
- Schedule Control
- Workshop

Day4 - Project Quality Definition and Risk and Contingency Analysis

Project Quality Management

- What Is Project Quality Management
- Quality Planning
- Quality Management
- Perform Quality Assurance
- Perform Quality Control
- Cause-and-Effect Diagram
- Control Charts
- Flowcharting

- Pareto Diagram
- Run Chart
- Workshop

Project Risk and Contingency Analysis

- Definitions – What is Risk?
- Risk Management Process
- Risk Management Model
- Identifying Potential Risk Events
- Qualitative and Quantitative Risk Analysis Techniques
- Risk Matrices and Risk Ranking
- Progressive Risk Management Plan Development
- Detailed Risk Quantification and Prioritization
- Expected Monetary Value Concepts
- Risk Quantification and Expected Monetary Value
- Risk Register
- Probability and Impact Matrix
- Risk Response Planning
- Strategies for Risk Response Planning
- Contingency plan
- Workshop

Day5 - Project Progress Management and Control & project closure

- Project Management Reporting
- Earned Value (EV)
- Key Earned Value Terminology
- Combining Schedule and Costs
- Project Status Report
- Schedule Variance (SV)
- Cost Variance (CV)
- Schedule Performance Index (SPI)
- SPI Run Chart
- Cost Performance Index (CPI)
- Estimated Cost at Completion
- Estimated Duration at Completion
- Project closure