

PROJECT MANAGEMENT



 **BTS**
Training & Consultancy

The Art of Project Management

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The Art of Project Management

Introduction:

In today's climate of global competition, tight financing, and demanding clientele, top performance is essential for business survival. Projects are an integral part of any business, and include construction, information technology, manufacturing, petrochemical, and others. Too many of these projects suffer from cost overruns and schedule slippages. This programme presents practical tips and state-of-the-art tools and techniques for the successful completion of complex projects. In this programme you will:

- Enhance your leadership and management skills
- Engage in new project management paradigms
- Sustain project momentum
- Establish effective cost/schedule control systems
- Implement advanced techniques for tracking project progress

Training Methodology

Participants will learn by active participation during the programme through the demonstration of computer-based exercises, group discussions, project videos and discussions on "real life" issues in their 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?

- Senior Project Managers
- Leaders of Process Improvement Teams
- Decision makers responsible for managing projects
- Business Planners

Course Objectives:

Participants attending the programme will:

- Evaluate various project delivery approaches for construction
- Learn advanced project planning, scheduling and control skills
- Manage large, complex projects
- Lead multiple projects simultaneously
- Share resources effectively
- Learn how to set up teams; motivate, delegate, and negotiate
- Learn how to tailor reports to summarize appropriate information
- Learn how to estimate effort, duration and cost of a project
- Learn advanced project management tools for planning and control
- Achieve measurable performance improvements
- Generate staff ownership and responsibility for change
- Handle Proactive and Reactive techniques for project management.

Programme Outline:

DAY 1 – Project Delivery, Financial Analysis & Scope

- Project Delivery Systems
- Cash Flow Analysis
- Review of Project Economic Evaluation
- Project Objectives & Stakeholder assessment - who wants what?
- Defining Quality
- Communications & Change control - eliminating scope creep
- Working with different personalities
- Quality planning, Assurance and Control

DAY 2 – Project Time & Cost Planning and Risk Management

- Risk Assessment
- Advanced Estimating
- Resource Estimating
- Work Breakdown Structure (WBS)
- Organization Breakdown Structure (OBS)
- Estimating using Crews
- Contingency and Escalation
- Parametric Estimating

DAY 3 - Advanced Topics in Projects Scheduling

- Task Characteristics and Duration Assessment
- Planning and Scheduling Methods
- Critical Path Scheduling
- Resource Allocation Methods
- Time-Cost Tradeoff
- Lead/Lag Scheduling
- Critical Chain scheduling
- Effective status and review meetings

DAY 4 – Monitoring, E-Commerce, IT & Human Resource Issues

- Using Earned Value to report accomplishment
- Efficient progress reporting using short, meaningful status reports
- Lean Construction Strategies
- Information Technology Adoption Issues
- E-Commerce and its impact on the Industry
- Staff Acquisition
- Team Development & Motivation
- Management styles & Conflict Handling
- Project Closing

DAY 5 - Advanced Project Management Technologies

- Advanced Scheduling
- Parametric Estimating
- Solid Modelling & CAD standards
- Personal Digital Assistants
- Discrete Event Simulation
- Geographic Information Systems (GIS)
- Global Positioning System (GPS)

