PROJECT MANAGEMENT

BTS
Training & Consultancy

Advanced project management

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Advanced project management

Introduction:

This seminar is for those responsible for implementing large or complex projects. It may involve managing many projects at once, or projects that span multiple departments with shared resources. The project may be implementing information technology, construction, petrochemical, marketing, manufacturing and so forth. We will see how to plan and control such projects using manual and automated methods, using case study class exercises. This seminar teaches how to run a project according to the standards published in the Project Management Institute's Project Management Body of Knowledge. The knowledge gained will not only help the attendee run a project properly, but it can be the basis for receiving the Project Management Professional (PMP) certification.

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?

Program and Project Managers, Technical Project Team Leaders, Project Team members, users and clients involved in the development

of a large, or complex project. All project stakeholders in a multiple project environment.

Course Objectives:

Training Objectives and benefits

- Learn advanced project planning, scheduling and control skills.
- Learn how to manage large, complex projects, or multiple simple projects.
- Learn how to manage multiple projects at once with shared resources..
- Learn how to set up teams; motivate, delegate, negotiate and manage the people on your project.
- Learn how to do information rollup and report summarized information to different levels of the organization.
- Learn how to manage risk by anticipating it, controlling it and including it in the project estimate.
- Learn how to estimate effort, duration and cost of a project.
- Learn how to plan a project balancing the constraints of time, cost and quality.
- Learn how automated project management tools assist in project planning and control.
- Learn how to detect problems and fix them before crises arise.
- Achieve measurable improvements in leadership performance
- Develop action plans to improve leadership effectiveness
- Re-focus and Re-engineer your department or organization
- Learn how to manage and motivate staff to outstanding performance
- Generate staff ownership and responsibility for change
- Measure and improve the performance of your people
- Lead difficult staff and colleagues through feedback processes.

Programme Outline

DAY 1 - PROJECT SCOPE PLANNING

- Project Development Plan outline
- Project Proposal/Project Charter
- Feasibility Study/Business Case
- The Work Breakdown Structure
- Milestones that are meaningful to others
- Planning for information rollup
- Using software such as Microsoft Project™

DAY 2 - PROJECT TIME AND COST PLANNING AND RISK MANAGEMENT

- Estimating Methods
- Accuracy of estimates at each stage of the plan
- Advanced scheduling methods: correlating multiple projects
- Resource assignment and leveling
- Individual time management
- Project Cost Planning: Cost sanity checks: is it realistic?
- Risk Identification, Quantification, Response, Control
- Risk as a monetary value: Pricing in the risk factors

DAY 3 - INTEGRATION AND REPORTING PROGRESS

- Integrating scope, quality, time, cost constraints
- Optimizing the plan: Speeding it up, making it cost less
- Monitoring: receiving truthful information about project progress
- Showing progress against the baseline: Realizing that the project is behind schedule or over budget
- Using Earned Value to report accomplishment

DAY 4 - MANAGING PROJECT COMMUNICATIONS, PROCUREMENT AND QUALITY

- Communication: who, what where, when, how, why: information needs of different stakeholders
- Effective status and review meetings

- Efficient progress reporting using short, meaningful status reports
- Other reports, based on: Deliverables, milestones, issues
- Information roll-up and project summary reporting
- Project Procurement Planning and Control
- RFP, Proposal, Contracting and Contract administration
- Quality management: standards, methods and literature
- Quality planning, Assurance and Control

DAY 5 - PROJECT HUMAN RESOURCES MANAGEMENT, PROJECT CONTROL AND ADVANCED TOPICS

- Project Manager skills required
- Building and managing the Project Teams: Motivation, demotivation, growth, burn-out and turnover
- Establishing a Project Management Office
- Critical Chain scheduling
- Project Risk Control
- Problems: detecting and solving
- Handling dependencies on other groups over whom you have no control
- Project Close-out: Post project Review and Report
- Project management proverbs eams