

Course Outline

PROJECT MANAGEMENT

Practical Tools for Success

- ❑ Learn the four phases of a project's life cycle
- ❑ Plan for Quality, time and cost to make the best use of your resources
- ❑ Control your work-in-progress with interim reviews
- ❑ Bring your project to successful conclusion



What is the Course About?

Developed as a discipline in the early days of the U.S. space programme, project management has expanded rapidly into government, the military, and industry. Project management bring together the critical elements of skills, talented people with the facilities, tools, equipment and the information systems, techniques and finance needed for completion of a project.

Project management, when it works well, effectively allocates people and resources within deadlines and other limitations. Whether you are managing a construction project or software development, an office relocation or a class reunion, your project will run more smoothly using the tools in this course. The ideas discussed show you how to use the basics of project planning and tracking and how to combine them with the negotiating skills needed to succeed at project management.

The objectives of this course are:

1. To present the basic principles of project management
2. To explain the tools of project management
3. To discuss the role of the project manager

WHO SHOULD ATTEND: This workshop is essential for all Team Leaders, Supervisors, Executives, and all other responsible staff

DURATION: 2 days

SUPPLIED MATERIALS: Participant Reference Guide, Practical Exercises, and Personality Profile Assessment Guid

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Contents

Part 1: Introduction

- ❑ What Is Project Management
- ❑ The Project Life Cycle
- ❑ Project Parameters
- ❑ A Word About Communicating

Part 2: Defining The Project

- ❑ The Origin Or Projects
- ❑ Getting Under Way: Action Items
- ❑ Testing Your Preliminary Strategy
- ❑ Progress Review: Parts 1 & 2

Part 3: Planning The Project

- ❑ Planning The Three Project Parameters
- ❑ Planning The Quality Dimension
- ❑ Planning The Time Dimension
- ❑ Planning The Cost Dimension
- ❑ Assigning Responsibility
- ❑ Progress Review: Part 3

Part 4: Implementing The Plan

- ❑ What Happens In The Implementation Stage?
- ❑ Controlling Work In Progress
- ❑ Providing Feedback
- ❑ Negotiating For Materials, Supplies And Services
- ❑ Ten Guidelines For Effective Negotiation
- ❑ Resolving Differences
- ❑ Progress Review: Part 4

Part 5: Completing The Project

- ❑ Bringing The Project To A Successful Conclusion
- ❑ Project Evaluation Form
- ❑ Progress Review: Part 5

Part 6: Summary

- ❑ A Model For Successful Project Management
- ❑ Project Management Software