4D Training

Project Managing Effectively

Who would benefit?

Anyone wishing to exercise greater understanding and control of the projects they are managing.

Objective

This course focuses on the principles and skills of effective project management. Delegates learn the basic steps in the project planning process, to use manual project management tools to plan a project and to identify key management issues that impact project success, including the importance of teamwork and conflict resolution.

Content

- **Definition and Terminology**
  - Overview of project management.
  - Definitions and terminology.
  - Phases of project management.
  - The project life cycle.
- **Project Charter**
  - Project goals and budget
  - Project stakeholders.
  - Procedure for project change.
  - Project risk assessment.
  - Project development strategy.
  - Project quality requirements.
- **Work Breakdown Structure**
  - Create a WBS.
  - WBS for planning and reporting.
  - Test for completeness of WBS.
  - Generating a WBS.
- **Organisational Structures and Project Impact**
  - Types of organisational structures.
  - Managing projects across organisational boundaries.
  - The effective project manager.
  - Motivating project team members.
- **Cost Estimating**
  - Types of cost estimate methods.
  - Knowing when to use a particular estimating technique.
- **Acquire and Develop your Team**
  - Components of a project team.
  - An effective project team member.
  - The tools of an effective team.
- **Construct and Analyse your Project Network**
  - Construct a network representation of project activities.
  - Identify the critical path.

- Analyse the network and crash your schedule.
  - Use the critical path to plan and control project activities.
- **The Project Plan**
  - The purpose of the project plan.
  - What constitutes a project plan?
  - Estimate activity duration.
  - Effort vs. duration.
  - Five types of activity duration estimates.
  - Different estimation techniques.
- **Monitor and Control Progress**
  - Establish the baseline schedule.
  - Tracking methods.
  - Collecting and recording actuals.
  - Asking the right questions to get accurate answers.
  - Analyse variance of actual data.
  - Analyse slipping tasks.
  - Corrective actions to put the project on track.
- **Project Closeout & Review**
  - Document and publicise results.
  - Gain customer's acceptance.
  - Meet all contractual obligations.
  - Re-establish motivation and morale.
  - Transfer lessons learned to future projects.
  - Rewarding the participants.
- **Project Management Software**
  - Overview of project management software (i.e. MS Project).
  - Using such software.
  - Management issues of large and super-large projects.
  - Project management tool.

Duration

Two days