

ProjectWorks

OVERVIEW

The nature of work today necessitates that people from different levels and functions work together to achieve results. The principles of Project Management provide the structure and discipline to bring it all together to achieve the desired outcomes. Poor planning and a lack of “how to” skills often result in projects that do not achieve the desired outcomes and projects that are not completed on time and within budget.

AIM

To master project tools, project management techniques and people skills that will ensure project success.

WHO SHOULD ATTEND

Managers and staff members who work on small and large projects and who are responsible for making sure those projects are completed successfully.

METHOD

This practical 3 to 4 day workshop will build participants' project management skills by teaching them fundamental processes and by applying these to one of the following:

- a case study and an own job project; or
- a simulation that will ensure hands-on practical experience.

An additional day's training can be added to allow for software application or certain content could be sacrificed to incorporate software application within a 3-day programme.

MASTER THE FOLLOWING SKILLS

Definition Phase (Part One)

Utilize the creativity and enthusiasm of company employees to keep the organisation competitive.

WHAT IT IS

It happens quite often that good ideas are ignored or even worse, that poor ideas are nurtured into full-fledged projects, only to be shelved at a later date.

WHAT YOU WILL LEARN

- Develop an idea into a business idea.
- How to utilise a formal system to manage ideas in an organisation.
- Analyse ideas for strategic fit.
- Develop and assign an objective priority to an idea.
- Define the project objective and initial project outcomes.
- Utilise the proper channels and authorisation levels to gain approval for a project.

Definition Phase (Part Two)

Start your project off on the right foot.

WHAT IT IS

Too often people involved in managing projects jump to planning activities before they have defined the project's objectives and constraints. In the Definition Phase participants will identify and clarify the project's purpose, setting the stage for success. Participants will also establish the scope of the work to be accomplished and outline the resources needed.

WHAT YOU WILL LEARN

- Refine a project statement that focuses on the project goal.
- Refine project objectives, as measurements against which success will be measured.
- Identify project role players and their functions.
- Indicate specific end user requirements.
- Analyse project team roles.
- Use project release meetings to inform all participants about the project.
- Use project management discussion as a tool to gather information, gain understanding and test for comprehension.

Project Statement of Work

Ascertain the work involved and finalise the feasibility.

WHAT IT IS

This is the stage whereby the project team will gather more accurate information about the proposed project. The emphasis is on getting as accurate information as possible to aid in the decision of whether to commit major resources, or not.

WHAT YOU WILL LEARN

- Further refine project objectives, work activities, responsibilities and resource requirements for the project.
- Perform the project costing and estimating to derive at project budgets.
- Do a project risk assessment to avoid any unnecessary risks.

Scheduling Phase

Learn a step-by-step process for organising the project tasks and resources.

WHAT IT IS

Participants will be able to outline what tasks have to be accomplished in order to meet the project objectives. Once participants have determined these, they will map out what resources will be needed to accomplish the tasks.

WHAT YOU WILL LEARN

- Negotiate timetables and resources with each role-player.
- Identify what leadership styles are required by projects to ensure success.
- Use Gantt charts and network diagrams such as PERT and CPM to schedule and track project details.
- Enhance communication skills to improve project management.
- Gain and retain the resource manager's commitment to your project.
- Use project management discussions to surface any unresolved issues.
- Develop an understanding of how teams develop as the project progresses.

Implementation Phase

Learn to monitor and modify the project while tasks are being completed.

WHAT IT IS

Participants' thorough planning will be obvious as the tasks are carried out and they monitor the project's progress at all times. If changes are made, they will modify the plan to accommodate or take advantage of them. As problems and opportunities arise, they will implement their contingency plans.

WHAT YOU WILL LEARN

- Monitor the progress of the project at every stage against planning charts and designs.
- Modify the project during implementation as objectives change.
- Implement plans to deal with problems and take advantage of opportunities.
- Evaluate how successfully the project objectives were met.

Project Close-out

Learning from our mistakes and successes.

WHAT IT IS

It is the ideal opportunity to learn from our previous experiences and to incorporate any learning from how we handled the last project. This is the stage when project people want to move on, but it is also the best way to improve the company's project culture.

WHAT YOU WILL LEARN

- How to do a proper evaluation of the project objectives and the project process used.
- How to conduct a close-out meeting.
- How to generate a close-out memo and have closure.

BENEFITS

- Successful completing of projects within time and budget.
- More cost effective allocation and management of resources.
- Improved communication between project team members, the originator, the customer/end user and other role players.
- Skills taught are relevant to all size companies and all management levels.
- The workshop addresses the basics and is not too high-tech.
- Participants have the choice of either working on own projects or a simulation while learning.
- The entire organisation benefits from a common approach.

SPECIAL FEATURES

This practical 3 to 4 day workshop has the following special features:

- Participants have the option to work on job-related projects or a simulation during the workshop.
- Individual attention from instructor ensures mastery of all key project management skills.
- Participants can network with other professionals in the workshop and gain from their expertise.
- Over 60 percent of the workshop is spent on case studies and specific job applications or simulations.
- Special workshops with software integration.

The pre-work material for job-related projects orients participants to the workshop and gives an overview of the project management process. Programme preparation is conducted by asking participants to identify a current or upcoming job-related project for application during the workshop. Being prepared with information about the project objectives, tasks, deadlines, resource requirements, and the involvement of other people is recommended to aid the project application work.

GENERAL

The Project Management programme can be **customised** for different levels within the organisation, from detailed, critical projects to every day planning. The principles and techniques are the same for all levels.