

Managing Project Management

Introduction

As organisations continue to embrace project management methodologies, there is an increased need for formal project management tools and techniques to be employed. This seminar has been designed to enable the more experienced project manager to align these tools with their current project management skills and practically apply the principles to their projects.

Seminar attendees will learn:

- How to create activities
- How to structure projects
- How to create control frameworks
- How to understand schedules
- How to analyse your project performance

Seminar Objectives

By the end of this seminar you will be able to:

- Appreciate the range of techniques and tools used in planning, organising and controlling projects and be able to select appropriate methods to suit the size and type of project being managed.
- Establish clear and realistic targets and objectives for projects and ensure completion is on time and within budget.
- Produce accurate, workable plans giving a detailed breakdown of costs, timescales, tasks and resources.
- Quantify the impact of problems and changes in real terms of resources, time and cost.
- Create a true picture of progress achieved.
- Understand how to motivate project members and keep the project alive and on track through effective project communication skills.

Training Methodology

The seminar is based on a combination of interactive activities - group and individual exercises, case studies, and discussions - along with formal input. Topics will be covered through understanding the intellectual framework followed by a demonstration of how this is done in practice. Issues related to the integration of people management and technology will be discussed in group settings. The impact of information systems, project management and management of project cash flow will be demonstrated.

Organisational Impact

The organization will gain the following benefits:

- Staff attending this event will appreciate the range of skills and competencies required to fulfill their management and leadership roles effectively.
- Development of staff with project control skills
- Understanding of Project Life Cycle Issues
- Appreciation of Cash Flow
- Staff understanding of project reporting issues
- Exposure to techniques in competencies that are essential to project management

Personal Impact

Delegates will be able to:

- Understand a wide range of project planning techniques
- Operate effectively in a global business environment
- Lead productive project execution teams
- Understand planning and control methods with emphasis on what works and why
- Comprehend Economic Evaluation Measures
- Better Management of Contractors

Who Should Attend?

- Delegates whose role involves taking a lead and an overview of a project
- Project professionals will find this seminar particularly beneficial.
- Project Administrators
- Owners involved in infrastructure and oil and gas projects
- Contractors

Seminar Outline

Day 1: Reviewing the Fundamentals

- Review of the 'Project Life Cycle'
- Project initiation, project scope, definition and specification
- The different project roles, responsibilities and boundaries
- Stakeholder management and engagement
- Project Cash Flow

Day 2: Planning Projects for Results

- Work breakdown structures
- Estimating and scheduling work

- The value of qualitative risk analysis
- Contingency planning
- Establishing appropriate milestones

Day 3: Organising the Project

- Managing the established milestones
- Getting to grips with information management
- Managing project costs - what you need to know
- Network diagrams and Gantt charts
- When and how to negotiate?

Day 4: Controlling the Project

- Handling the changes and challenges that affect projects
- Running effective change control processes
- Project control systems
- Activity coding
- Earned Value calculations
- How to create an effective communication plan?

Day 5: Managing People and Communication within the Project

- Leadership qualities that get results
- The keys to effective influence and persuasion
- Resource scheduling and leveling
- Relationship between time and cost
- Lean project management