

## OVERVIEW

Industry research shows that a third of all projects are delivered late. To add to this, even more come in over budget or run past the original deadline ... 28% fail altogether. How you lead a project or perform in a project team can dictate the success or failure of each initiative or project that you are involved in, regardless of its size or complexity.



Our interactive workshop provides you with proven techniques, tools and processes to deliver projects within specification, on time and on budget.

The workshop refers to the Project Management Body of Knowledge (PMBOK®) and current research, as well as drawing upon the extensive experience of the PMPartners group's continuing involvement in managing projects.

## WORKSHOP OBJECTIVE

This workshop will provide participants with the essential knowledge and skills to either manage a project or be an effective, valuable member of the project team. It covers the fundamental steps in any project lifecycle, using a case study approach in order to follow a project from conception through to completion.

## TARGET AUDIENCE

This workshop is designed for:

- Project Managers wishing to formalise their skills or to revisit fundamental principles.
- Members of Project Teams who wish to broaden their understanding of the Project Management Framework and disciplines.
- Technical specialists/engineers moving into a project management/team leadership role
- Technical specialists/engineers working for a project manager

## PREREQUISITES

Participants should currently be working in a project environment or planning to do so in the near future.

## PRE-COURSE WORK

There is currently no pre-course work for this programme

**Duration 2 Days**

## LEARNING OUTCOMES & FACILITATION

Successful completion of this course will enable participants to:

- Assimilate essential tools and disciplines for planning and controlling projects effectively
- Scope a project and create a reliable schedule
- Understand how to identify, manage and control change throughout a project
- Manage pitfalls in estimating
- Make successful cost/schedule/scope trade-offs
- Create schedules, manage resources, track and control project plans.
- Manage stakeholder expectations and communication

Facilitators of this workshop will use a case study delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience.

PMPartners is a Global PMI (Project Management Institute) Registered Education Provider.

**14 PROFESSIONAL  
DEVELOPMENT UNITS  
(PDUs) AWARDED**



Participants who have been awarded the Project Management Professional Certification (PMP®) by the Project Management Institute are eligible to earn 14 PDUs for their participation in this workshop.

## DELIVERY

All workshops may be conducted onsite or at our premises, with experienced facilitators providing group and/or individual instruction. Training is provided through hands-on learning, relevant exercises and the provision of a participant handbook. Our participants are also entitled to complementary telephone consultation/advice within 60 days of workshop completion.

All workshops can be customised to suit your requirements, using a project scenario from your workplace as a case study.

Optional training modules can be added to or removed from this course:

- Additional 3<sup>rd</sup> day to cover more advanced aspects of project management.
- Additional 3<sup>rd</sup> day overview of Microsoft Project – a powerful tool for helping you to plan and control your projects.
- Reduction of content depth for delivery over 1-day.

## ASSESSMENT/ASSIGNMENTS

By observation of contribution and participation during case study exercises and group discussion. Thorough debriefing follows all of the workshop exercises, allowing participants' questions to be answered and facilitating practical and useful discussion.

Follow-up assignments are not part of this workshop offering, but may be designed and conducted upon request.

## Workshop Content Summary

- Reasons for Project Failure
  - Reviewing project failure & its importance to achieving project success
- What is a Project & Project Management?
  - Defining a project
  - Project Management Parameters – ‘Principle of Triple Constraint’
  - Critical skills for successful project management
  - Stakeholder identification and expectation management
- The Project Lifecycle
  - Examining lifecycles and their significance within a project environment
  - Examining phase activities, milestones & gates
- Planning The Project
  - Defining the Project – Project Scoping
  - Creating the Work Breakdown Structure and scheduling
  - Understanding the Critical Path and how a Project Manager controls it
  - Successful estimating & cost management techniques
  - Project Baselineing
- Managing & Controlling The Project
  - Project tracking and control
  - Applying a disciplined Change Control Management Method
  - Project reporting and communication
- Closing The Project
  - Project completion and reviewing