

Duration 5 Days

TC1028

## OVERVIEW



Industry research shows that one third of IT projects are delivered later than planned. Research firms further report that 74% percent of all IT projects fail, come in over budget or run past the original deadline, and that 28% of projects fail altogether. These figures demonstrate an obvious need for professionals to supplement traditional technical skills with high value business delivery skills. The required skills must cover 3 critical domains:

- General business knowledge
- Project management processes, techniques & tool
- Interpersonal skills

Our highly interactive workshop provides you with proven techniques, tools and tips for conducting successful projects. The workshop content draws upon current research as well as the extensive experience of the PMPartners group's 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 and addresses the necessary interpersonal and communication skills such as effective negotiation, conflict resolution, leadership and team building. Facilitation involves a case study approach in order to follow a project from conception through to completion.

## TARGET AUDIENCE

This workshop is designed for:

- Experienced project managers wishing to formalise their skills
- Project managers who, having learnt 'on the job', now require formal training which leads to certification
- Technical specialists/engineers moving into a project management/team leadership role
- Technical specialists/engineers working for a project manager

## PREREQUISITES

Participants should either be currently 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



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## LEARNING OUTCOMES & FACILITATION

Successful completion of this workshop will enable participants to:

- Assimilate essential tools and disciplines for planning, baselining and controlling projects effectively
- Understand how to identify, manage and control change throughout a project
- Manage pitfalls in estimating
- Identify and control risks through an understanding of Risk Exposure principles
- Make successful cost/schedule/scope trade-offs
- Understand quality and customer expectation management
- Create schedules, manage resources, track and control project plans.
- Effectively lead & develop a project team
- Manage conflict and provide feedback effectively

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

## CERTIFICATION



CompTIA's Project+ Certification Code: PK0-002

Participants who wish to take the CompTIA Project+ exam will be required to complete this workshop (including practice exam questions) and a thorough study of the course materials prior to sitting the exam.

## 35 PROFESSIONAL DEVELOPMENT UNITS (PDUs) AWARDED



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

Participants who have been awarded the Project Management Professional Certification (PMP®) by the Project Management Institute are eligible to earn 35 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.

## ASSESSMENT/ASSIGNMENTS

Assessment of competence is established by observation of contribution and participation during case study exercises and group discussion. Participants will also be able to assess their ability to successfully pass the exam, by completing practice exam questions during the programme. Follow-up assignments are not part of this workshop offering, but may be designed and conducted upon request.

Workshop Summary



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## Workshop Content Summary

- Why Projects Fail
  - Reviewing project failure
- What is a Project & Project Management?
  - Critical skills for successful project management
  - The definition of a project
  - Stakeholder identification and expectation management
- The Project Lifecycle
  - Examining lifecycles and their importance
  - Examining phase activities, milestones & gates
- Planning & Managing The Project
  - Project Scoping
  - Creating the Work Breakdown Structure and scheduling
  - Identifying and managing the Critical Path
  - Risk Management
  - Vendor and quality management
  - Successful estimating & cost management
  - Earned value
  - Change control
  - Project tracking and control
  - Project reporting and communication
  - Project completion and reviewing
- Building & Managing Project Teams
  - Recruitment & selection
  - Team development
  - Effective communication – by understanding and working with behavioural styles
  - Conflict resolution and providing feedback
  - Leadership
  - Conducting effective presentations
  - Assertiveness & empathy
  - Performance management

Workshop Summary

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BENEFITS	Corporate Benefits	Individual Benefits
	<ul style="list-style-type: none"><li>▪ Promotes greater potential for projects to generate results</li><li>▪ Allows organisations to begin to create a reputation for consistently successful delivery of project initiatives through the enhanced capabilities of their Project Managers.</li></ul>	<ul style="list-style-type: none"><li>▪ Participants' projects will have a higher rate of successful delivery</li><li>▪ Participants will leave the workshop with a thorough understanding of the framework and disciplines which facilitate the delivery of project results</li><li>▪ Participants will be provided with tools, templates and guidance for immediate use back in the workplace</li><li>▪ Project Management and Project Management qualifications are gaining increased recognition as organisations strive to enhance delivery performance.</li></ul>

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