



Business success through people

Project Management

3 days

CRUCIAL BENEFITS OF ATTENDING THIS COURSE

Learn how to:

1. Manage Time, Cost and Quality.
2. **Facilitate** change within your organisation, by applying global project management practices.
3. **Learn how** to identify when to apply the different project management tools.
4. Learn how to apply these tools.

Learn more about the following areas through innovative hands-on, minds-on strategies involving case studies, discussions, role-playing, practical examples and lectures:

The origin of project management and applicable theories

- From The Wall of China to NASA's putting a man on the moon.
- The difference between operations and project management.
- The concept of a project.
- The difference (and similarities) between Construction, I.T. and Business Project Management.
- Drawing a nodal diagram.
- Calculating the Critical Path.
- Project cost accounting (and introducing the concept of net present value).
- The concept of planning being more important than "the plan".

Planning techniques

- Project Management Software (introducing MSProject)
- Scenario planning
- Macro project planning as a discipline

Project management within the corporate organization

- Project structure
- Project reporting within the organisation
- Change from operations to project management

The formal project management process

- Developing the Business Case
- Developing the Scope of Work

- Starting the Project (including project team selection)
- Managing the Project
- Managing People
- Project Time Management
- Project Cost Management
- Project Communications
- Project Change Management
- Project Risk Management
- Project Close Out
- Managing for Success

Project Management for Executives

- Type of projects that the facilities manager faces
- Example: The Relocation
- Example: The New Facility
- Example: Outsourcing Facilities Services
- The facilities executive

Practicing Project Management

- Making a cup of tea
- Managing a single project
- Managing multiple projects
- Strategic project management
- Project simulation specific to you and your organisation