

# Project Management Program



# Realising the Potential



**Do you worry about completing your projects on time and at the same time profitable?**

**Are you able to manage and leading your team in a project?**

This Program will provide the participants the skills to managing a successful project. It will also help the project leader dealing with different kind of project aspect with a proper planning and control more effectively and more efficiency.

At the end of the program, participants shall be able to:

1. Identified the roles and responsibilities of each individuals in a Project Team
2. Identify, analyze and document all tasks needed to complete a project
3. Effectively monitor and control the progress of the project
4. Establish and useful communication channels, negotiation skills and meeting processes

## Workshop Methodology

Participants will be stimulated to participate with active interaction in FUN-filled team activities like group discussions & presentations, business games and business case studies.

## What You Will Learn

### PHASE I

- Introduction to Project Management
  - ✓ Project characteristics
  - ✓ Project Management Definition
  - ✓ Project Life Cycles
- Plan Your Project
  - ✓ Major Components of Planning
  - ✓ Planning Overview
  - ✓ Project Organization
  - ✓ Deliverable Breakdown
  - ✓ Work/ Task Breakdown
  - ✓ Estimating Techniques
- Project Scheduling, Resource Management & Cost Planning
  - ✓ Roles & Responsibilities Definition
  - ✓ Resource Loading & Leveling
  - ✓ Cost Planning
- Project Risk Management
  - ✓ Operational Risk Factors
  - ✓ Risk Analysis Assessment and Evaluation
  - ✓ Risk Avoidance Planning
  - ✓ Project Monitoring & Control
- Project Management Structures & the Project Manager
  - ✓ Team Resources & Structure
  - ✓ Skills Required By a Project Manager
  - ✓ Critical Result Areas & Metrics



# And Defining Objectives



## What You Will Learn (continue)

- Managing People & Teams in Projects
  - ✓ Leadership
  - ✓ Effective Communications
  - ✓ Force Field Analysis
  - ✓ Managing Change

## ***PHASE II***

- Project Coaching
  - ✓ To have clear direction and support through excellent communication, openness and trust, flexibility, understanding, listening, feedback, encouragement
  - ✓ To develop a focused Project Plan,

based on common objectives / targets, Value and Risk Studies

- ✓ To develop Value Improvement techniques at all stages of the Project directed towards a Lean and Cost Effective Project.
- ✓ To find ways of eliminating non-Value Added activities
- ✓ To have effective resources through promoting commitment, and knowing how to deal with excuses and resistance etc
- ✓ To ensure successful Project completion, understanding what it means to be successful, and what it means not to succeed
- ✓ To have in place at all times an action plan to solve problems
- ✓ To achieve performance, ensuring that personal commitment is maintained at all times

## **Duration:**

**Phase I:** 3 days (9am – 5pm) &

**Phase II:** 3 days