

Project Management Insight



course factsheet

duration	One day
availability	Company course listing Public course schedule
course overview	A general overview in how to create, schedule and control projects, based on current best practices. A case study and practical syndicate exercises confirm topics learned.
designed for	Project Managers or team members wanting a general understanding of the modern tools and techniques to organise work in a more productive manner.
prerequisites	None, other than a willingness to participate in group discussions and syndicate work.
follow on learning	To expand upon the competences developed, the following should be considered: <ul style="list-style-type: none">• Microsoft Project Insight• Microsoft Project Foundation• Project Mentor

Initiating matters

This initial section introduces what Project Management is about. Project failure and the need for planning is discussed, along with basic risk assessment. Human issues and roles & communication are explained, along with the relationships between time, cost and quality. Expenditure within a project lifecycle is explained. An exercise creates a project methodology and a basic test determines initial PM knowledge.

Planning the work

From an initial understanding, the project can now take shape. Levels of detail are explained and tasks are defined at appropriate levels. Hierarchical relationships are defined using a Work Breakdown Structure approach. How tasks relate to one another is discussed, along with the amount of effort involved in accomplishing them. With *what & how* determined, *when* the tasks take place is worked out. Tasks that determine the project timing are emphasised, along with those with free time. *Who* will accomplish the work is added to the project and schedules created for individuals. Resource conflicts are discussed and resolved, together with cost implications. Practical exercises determine Work Breakdown Structures; Network Diagrams; Critical Path Analysis and basic Resource Levelling.

Controlling work in progress

With the project planned, it is essential that it is kept on track. An update cycle and its frequency are discussed, together with practical recommendations to ensure its success. Methods of tracking are explained both for what has happened and how much is left to do. Effects of the past are reflected in future and compared to what should have been. Replanning techniques are discussed. An exercise takes actual progress and provides for creative opportunities to get back on schedule.

- What is a project?
- Why do so many projects go wrong?
- Types of projects
- Project Management methods
- Why is there a need for phases?
- Risk assessment of the project
- Human issues
- Communication within the team
- Creating a feedback mechanism

- The delegation of project tasks
- The three project resources
- Defining what to do
- Creating a Work Breakdown Structure
- Determining how to accomplish work
- How much work is involved?
- How do jobs relate to one another
- Determining when things happen
- Tasks with spare time
- Assigning resources and costs
- Who does what when
- Trouble-shooting resource problems
- Resolving resource problems
- Control of project costs

- The importance of control
- Determining an update cycle
- Determining when, what and how to track
- The need to update regularly
- Capturing actual and remaining work
- Progress comparisons against originals
- Getting back on track
- Staying on track