



Project Managers' ToolBox

**Concrete practices for bringing
a project in on-time**

Overview

This seminar will provide participants with an organized method of planning, control and monitoring a project. In addition to basic definitions and concepts of project management, it provides a proven “how to” project management methodology for initiating, planning, monitoring and controlling a project of any size and type.

The seminar is hands-on with group workshops built around a case which leads the participants, in groups, to build a basic project plan. All materials taught are compliant with the guidelines established in A Guide to the Project Management Body of Knowledge, PMBOK®, from the Project Management Institute.

Audience

Participants who require project planning and control skills as well as project management supporting tools.

Duration 3 Days

Instruction Methodology

A combination of lecture, discussion, practical case workshops and exercises. Participants receive a workbook, case handout and exercise materials.

Skills Taught

By the completion of the workshop, the participants will:

- Be aware of project management definitions and basic concepts of project management.
- Gain an understanding of the importance of people leadership in a project.
- Be able to develop a project plan, using a proven project management methodology, which includes a project charter, work breakdown structure, estimates at the activity level by each resource, and a baseline project schedule and project budget.
- Be able to set up and use the following control tools; change records and logs, risk and assumptions controls, issues and actions management.
- Be able to set up and prepare project status reports.
- Learn how to closeout a project upon completion.

Corporate Positioning for Project

- Management
- Key Definitions
- Project Management & People
- Project Lifecycle
- Project Management Methodology

Project Level Risk Analysis

- Risk Management Components
- Identification
- Risk planning
- Qualitative Assessment
- Risk Response
- Quantitative Assessment
- Risk Discussion Workshop

Project Initiation

- Project Identification
- Project Definition
- Initial Project Charter
- Charter Workshop
- Key Stakeholder Analysis
- Discussion Workshop
- Business Case/Feasibility Study

Project Planning

- Scope Definition
- Requirements
- Updating the Project Charter
- Work Breakdown Structures
- WBS Dictionary
- Workshop: WBS
- Work Package Planning
- WP Description
- Work Package Activities
- Workshop: WP Scoping
- Estimating Resources
- Time and Cost
- Workshops

Project Base Scheduling

- Scheduling Terms
- Optimization Process
- Creating Critical Path Schedules
- Scheduling Exercises
- Schedule Impacts
- Labour Contingency
- Overhead Loss Time
- Schedule Workshop
- Schedule Analysis & Resource Levelling

Project Base Budgeting

- Project Budget
- Performance Budget
- Workshop: Project Budget
- Other Budget Types

Project Plan Approval

- Update Project Charter
- Workshop & Presentation

Project Execution & Control

- Key Definitions
- Transition to Execution
- Issues Management

Scope Status

- Verification
- Quality
- Change Control
- Workshop: Change

Project Reporting

- Work Package Plan Updating
- Risks & Assumptions
- Earned Value
- Schedule & Budget
- WP Summary Status
- Project Level Status
- Scope
- Schedule
- Budget
- Earned Value
- Project Status Report
- Update Risk & Assumptions
- Repository

Project Close Out & Benefits Realization

- Close Out Process
- Benefits Determination

Conclusions