

## Successful Project Management

Successful Project Management takes students through the five project management processes – initiating, planning, executing, controlling and closing. Through lecture, workshop and discussion, and working through a specific case study project, students learn the fundamentals of managing projects.

### Course Benefits

By taking this course you will be able to:

- understand the qualities and characteristics of a capable project manager
- identify, track and assure successful delivery on customer requirements
- identify, organise and assign activities into workable project plans using work breakdown structures, schedules and other proven tools and techniques
- understand common issues faced when preparing and presenting estimates
- motivate and develop your team with an appreciation of the different pressures imposed by the organisational environment you are working within
- manage and control your projects using various tools and techniques to focus on specific areas of your project
- close-out your project and capture effective lessons learned



### Who Would Benefit from Attending?

You sponsor or manage projects, or participate as a team member.

### Course Outline

#### PM Overview

- Terms and definitions
- Causes of success and failure
- PM processes
- Project manager qualities

#### Project Initiation

- Qualification techniques
- Project charter

#### Project Planning

- Planning process overview
- Project plan elements
- Objective setting
- Requirements gathering
- Develop and use the work breakdown structures
- Organisational forms and their influence on projects
- Project organisation, roles and responsibilities
- Estimating - problems and approaches
- Scheduling techniques
- Dependency relationships, lead, lag
- Critical path method
- Resource planning
- Risk management - planning through response development

#### Project Execution

- Motivation
- Power and authority
- Conflict management
- Communication

#### Project Controlling

- Purpose of control
- Quality control
- Change management
- Earned value management
- Risk monitoring and control

#### Project Closing

- Close out activities
- Lessons Learned

## Relevant Standards

The course is aligned with the following standards:

- *A Guide to the Project Management Body of Knowledge*. USA: Project Management Institute (Fifth Edition). (2013).
- *Governance of Portfolios, Programs, and Projects: A Practice Guide*. Pennsylvania, USA: Project Management Institute. (2016).
- *Practice Standard for Earned Value Management*. Pennsylvania, USA: Project Management Institute (Second Edition). (2011).
- *Practice Standard for Project Estimating*. USA: Project Management Institute. (2011).
- *Practice Standard for Project Risk Management*. Pennsylvania, USA: Project Management Institute. (2009).
- *Practice Standard for Work Breakdown Structures*. Pennsylvania, USA: Project Management Institute (Second Edition). (2006).
- *Requirements Management: A Practice Guide*. Pennsylvania, USA: Project Management Institute. (2016).
- *The Practice Standard for Scheduling*. USA: Project Management Institute. (2007).

## Duration

3 days