

TRAINING

MARCH 2012

PROJECT MANAGEMENT

Project Management Essentials

12 & 13 March 2012 – Wellington
22 & 23 March 2012 – Auckland

Managing Multiple Projects

14 & 15 March 2012 – Wellington
26 & 27 March 2012 – Auckland

PROJECT MANAGEMENT ESSENTIALS

WELLINGTON

12 & 13 MARCH 2012

AUCKLAND

22 & 23 MARCH 2012

This course has been designed to provide participants with an intensive two-day introduction to project management tools, techniques and methodologies. You will be taken through a project life cycle from project initiation to the close-out stage, with practical exercises reinforcing learning throughout.

TRAINING METHODOLOGY: The emphasis is on a practical, easy-to-follow process rather than a rigorous theoretical approach. This intensive two-day training programme will combine tutorial sessions with practical examples and course workbooks will be detailed so that participants can duplicate what is demonstrated at the seminar, back at their workplace.



An introduction to project management principles

- Understanding successful and unsuccessful projects and what drives them
- Project success factors

Corporate strategies and why they are important to projects

- How to use projects to implement corporate strategies
- Aligning projects with corporate strategies

Understanding the power of the project sponsor

- Who should be your project sponsor?
- The role of the project sponsor
- How project leaders should support the project sponsor

The project leader role

- Leadership and management - which comes first and why do you need both?
- Key skills for a successful project leader
- Managing expectations
- Taking ownership of your role in the team and assisting with decision making
- Ensuring "buy-in" to the project by team members

Developing your communication skills for projects

- Obtaining support from management and your project team by using communications plans
- Effective stress management tools and techniques
- Learning to spot conflict in the early stages of your project
- Techniques for dealing with difficult project stakeholders and team members
- Getting the most out of project team meetings and project steering committee meetings

Defining success: Getting it right from the beginning

- Clearly defining the purpose and objectives of your project
- Defining what will make the project successful
- The power of prototypes
- Identifying the stakeholders of a project
- The project cost curve: Showing the payback period for a project

Planning for success: Working out how to be successful

- Developing a schedule for your project
- Building a critical path and when and how to use it
- Analysis of estimating considerations
- Determining stop/go criteria for each phase
- Finalising your project plan and the importance of sign-ons

Delivering success: Tracking your way to success

- Tracking methods
- RAIDing your projects
- The power of time sheets
- Reporting to other stakeholders
- Reporting to the team
- Reporting to the project sponsor

Realising business value: Implementing your project

- Just because you've already done the work, you don't have to go live
- Why implementations should often become a separate project
- Why projects always need an implementation and post-implementation phase

Methodologies: Why they are critical for successful projects?

- What does a methodology do for your project?
- One methodology or many?
- Defining types of methodologies:
 - Classic waterfall
 - Overlapping phases
 - Rapid methods
 - Iterative methodology
- Choosing the best one for your project

Mastering project scheduling techniques

- Analysis of scheduling techniques
- Basic scheduling and network calculations
 - Gantt and milestone charts
 - Arrow diagrams and precedence diagrams
- Scheduling by phase
- Scheduling resource constrained projects
- Planning for using subcontractors
- Understanding just what you should use project software for

Arming yourself with effective tools for assessing and managing project risk

- What are the key areas of risk in project management?
- Ensuring risks are mapped to the WBS and are thoroughly identified
- Mitigating risk by establishing open and productive relationships within your project teams
- Components of risk management:
 - Identification
 - Quantification
 - Response development and control
- Techniques for ensuring that risk strategies are stored in the project plan for use by the team members

SECURE YOUR PLACE TODAY!

Phone (09) 912 3616
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MANAGING MULTIPLE PROJECTS

WELLINGTON

14 & 15 MARCH 2012

AUCKLAND

26 & 27 MARCH 2012

Rod Gill, Founder, Project Learning Ltd



Rod Gill gained his Engineering degree from Lancaster University in the UK. As a Microsoft MVP for Microsoft Project, he has written the two chapters on VBA for the book Special Edition Using Microsoft Project 2000 and has written the only book in the world on using Project VBA.

Rod is an experienced trainer in project management and Microsoft Project. He specialises in delivering advanced workshops on best practices to show users how best to use Project to help solve project management problems such as scheduling time critical and resource constrained projects.

“Rod’s knowledge and experience was both interesting and helped to galvanise what we were talking about and learning”

Tracey Hancock, Business Analyst,
Waipa District Council

No project stands in isolation. In most large organisations, the range of projects in operation at any one time means that prioritising and ensuring the most important projects get done is vital in meeting corporate goals.

Some studies indicate that in the process of managing multi projects, a minimum of 20% productivity on each individual project is compromised. Manage your portfolio or program of projects effectively, and get that 20% back!

TRAINING METHODOLOGY: This is a two-day course where 1.5 days are on project management principles and latest developments in managing multiple projects. The rest of the seminar will be an interactive “show and tell” of Microsoft Project. Course workbooks are extremely detailed so participants can duplicate what is demonstrated at the seminar, back at their workplace.

Multi-project aspect of managing single projects

- Managing multiple projects – problems and typical solutions
- Managing a project in a multi-project environment
- How to focus on what will make the project successful
- Managing expectations
- The project process
- Different project methodologies
- Justifying the project
- Setting success and failure criteria
- When to freeze the project specification
- Prioritising the project
- Risk management
- Making project goals measurable
- Realistic scheduling
- What to define for each task
- What to define for each resource
- Scheduling resources who also have business a usual work (eg support work) to do
- Risk management
- Tracking and measurement
- Change control
- Project report card
- Resource and knowledge management

The importance of a project methodology and what it must include

- Introducing a process for managing multiple projects
- How to apply a simple queuing theory to managing multiple projects
- How to reduce and limit fire-fighting
- How to prioritise different projects and types of projects
- Benefits of a project office and how to implement one
- What to look for in a project management information system

Best practices for using Microsoft Project

This is a full demonstration of how to best use Microsoft Project to manage your project’s and project program’s information.

These best practices include:

- How to schedule time critical projects
- How to resource time constrained projects

Course notes will include full instructions on how to duplicate what you learn, once you get back to the office.



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Course Information

	EARLY-BIRD SPECIAL Registrations received/paid before 31 January 2012		STANDARD PRICE Registrations received/paid after 31 January 2012
Project Management Essentials (TE087)	\$1895 plus GST	SAVE \$200	\$2095 plus GST
Managing Multiple Projects (TE088)	\$1895 plus GST	SAVE \$200	\$2095 plus GST

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You have several options:
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Confirm your cancellation in writing (letter, fax or email) at least ten working days prior to the event and receive a refund less a \$300+GST service charge per registrant. Regrettably, no refunds can be made for cancellations received after this date.

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Train the team and save

Register any 2 people from your organisation on any two courses and get a **\$500 discount** off the combined ticket price or register 3 people on any 2 courses and **save \$1000** off the combined ticket price. Bookings must be made from the same organisation and booked at the same time. For larger bookings call (09) 912 3616 or email training@brightstar.co.nz to discuss further in-house or group training options.