

Project management for practitioners

Designed for those who aspire to be full-time professional project managers, this intensive three-day course covers all the topics in the Guide to the Project Management Body of Knowledge, from which competency standards were developed. Workshop groups use a comprehensive case study to apply project management principles to real-life situations. The course now incorporates a number of optional assessment activities, and if you demonstrate understanding of these you'll receive a certificate of attainment.

This course is based upon the ANSI standard framework developed by the Project Management Institute of the USA, which underlies Australia's National Competency Standards for Project Management (NCSPM).

Project Management for practitioners is a three day course designed for Project Managers with current hands on experience who wish to learn more about Project Management principles and understand current practice in Project Management. It is designed for those who manage projects on a full time basis and whose projects involve the need for more formal approaches to managing, including projects in which there are significant external dependencies to be controlled.

This course includes all the topics in the Project Management Body of Knowledge and applies them to the case study scenario.

The course now incorporates a number of optional assessment activities, and those demonstrating their understanding will also receive a certificate of attainment.

Learning outcomes

The course covers the activities in each of the 5 processes of Project Management, namely Initialising, Planning, Executing, Controlling and Closing.

Participants will learn how to:

- clearly define scope, and manage changes to it
- develop a realistic schedule which meets the project owners constraints
- prepare a plan, its purpose and why it is more than just a schedule
- identify the project's quality objectives and implement appropriate controls to ensure they are achieved
- develop status reports which reflect reality
- identify and continually manage risks which could de-rail your project
- manage stakeholders to ensure they remain committed and involved for the project
- control external groups which the project is dependent on
- ensure you obtain the appropriate resources for the project which will raise confidence in achieving the goals
- build effective teams which are committed to the project goals
- evaluate performance of the team
- estimate and control project budgets

As well as providing a sound grounding in Project Management principles the course

encourages the participants to consider how effective Project Managers behave and to adopt these models on their projects.

Attendance

Three days duration. Course will run from 9.00 am to 5.00 pm each day with short breaks for lunch, morning and afternoon refreshments.

Learning approach

Interactive presentations by the presenter will elicit what the group already knows about Project Management, and provide a context for explaining principles. Using a case study provided in advance, small workshop groups undertake exercises to assist with the application of the principles. Suggested solutions are provided to the case study questions and the group reflects on the application of the learning experience, supported by a workbook of comprehensive course materials.

Course outline

Introduction	Course format, case study, review some basic PM concepts
Scope Management	Project initiation, defining and verifying scope, and controlling changes to it, managing stakeholders
Time Management	WBS, estimating effort, schedule development and control, critical path
Cost Management	Project approvals - financial and other criteria, types of costs, deriving budgets and monitoring performance against them, earned value analysis
Human Resource Management - Part 1	PM competency model, training issues performance agreements project organisation models, resource plans video on conflict resolution
Risk Management	Identifying and managing risk
Quality Management	How we manage customer satisfaction by ensuring quality of deliverables - quality planning, controls and QA
Procurement Management	Planning for and selecting goods and services from external suppliers - contract administration
Human Resource Management- Part 2	Team development Video on Counselling staff PM behaviours on-the-job
Communications	

Management	Status reporting, information dissemination both within team and outside to stakeholders, correcting variances to plan Project closure capturing lessons learned
Integration Management	Overall Project Plan, integrated change control, executing the plan, work allocation A brief review of tools which can be used to assist in running projects - scheduling, risk, change and issue management and new developments
Integration exercise	Based on the case study scenario during the project - recommend actions to be taken
Review	Review material - develop a context for future personal action

Please note: This course makes references to the features of planning tools such as Microsoft Project but it does not teach participants how to use it. The material covered in the course outlines the process for collecting the data to drive such tools.

Some of the material has been taken from the book "A Guide to the Project Management Body of Knowledge" published by the Project Management Institute Standards Committee. The content of this book has also been accepted by the Australian Government as the basis for National Competency Standards for Project Management. Excerpts from the Guide can be downloaded free of charge from www.pmi.org or it can be purchased on-line from the PMI or Standards Australia.

Presenters

John Flynn has wide experience in management consulting, project management, market research and analysis, economic forecasting, and PC software package design and development, as well as in marketing, divisional and general management, in Australia, the United States and in the Far East. He has advised or consulted with all the major computer vendors, as well major software vendors and users. He has also written numerous reports on market projections and technical trends in the industry for clients throughout the world.

Harold Ainsworth has gained experience in project management from previous management roles in an IT services provider undertaking varied medium to large fixed price projects. He currently consults on project management to a number of organizations, helping them to improve their project outcomes. He specialises in Program/Project office establishment, Risk and Quality Management, and management of external suppliers. He holds tertiary qualifications in management, is a member of several professional organizations, and is a Certified Project Management Professional with the Project Management Institute.

Terry Quanborough has gained significant experience in project management practices, working with major corporations across Asia Pacific and Europe. He has managed the Asia Pacific Project Management Office for a large multi-national and has travelled extensively throughout Asia on project-related assignments. His main focus areas are Project Health

Checks/Reviews, Project Methodology and the Establishment of Effective Project Management Offices. He is a member of several professional organisations, tertiary qualified and is a Certified Project Management Professional with the Project Management Institute.

Related courses

- Project management essentials
- Managing projects using Microsoft Project
- Portfolio and program management - linking projects to strategy
- Making the business case
- Assessing risk in business, projects and investments