

PROJECT MANAGEMENT

OVERVIEW

There is a vast difference between managing an operational or production function and managing a project. The first is usually long-term, ongoing and unchanging. The second is relatively short term, has a finite life span and, one way or another, is committed to bringing about change. This requires fundamentally different management styles, organisational structures and planning approaches.

Our Project Management program is an intensive two day course that teaches overall concepts, principles and techniques of project management.

Project Management training is an indispensable tool which enables professionals from every industry to take control of their projects – of all kinds and sizes – to ensure timely, cost-effective, and therefore successful, results.

AIM

The aim of the Project Management program is to equip participants with a sound understanding of the ways in which effective project management differs from operational management and to provide them with practical project management skills designed to establish and meet project goals in terms of cost, time and quality.

LEARNING OUTCOMES

At the conclusion of the program participants will:

1. Understand the underlying principles of managing a project and how these are fundamentally different from the principles that underpin operational management.
2. Know and understand the general concepts and techniques of project management, including:
 - schedule determination
 - resource estimation
 - project plan implementation
 - resource management

- performance monitoring
 - progress data analysis
 - corrective actions.
3. Understand and know how to use the people skills which necessarily support the implementation of effective project management.

PROGRAM CONTENT

The program is structured around the following elements:

- a. Project management versus functional management; why do conventional organisations find project management hard to accommodate?
- b. The job of the Project Manager and the special personal qualities and management approaches which are necessary.
- c. Project definition.
- d. Structuring projects to ensure minimal cultural conflict with your company.
- e. Building and implementing effective schedules quickly.
- f. Tracking progress and maintaining control.
- g. The relevance, availability and use of computer-based project management systems.

Every effort is made to tailor the precise program content to reflect the major needs and interests of individual participants and their organisations.

The program uses a blend of classroom sessions, interactive group work and experiential learning activities.

EVALUATION :

Participants themselves are always invited to provide their responses to the program which provides an indication of participant "comfort level".

However, over time the only real determinant of program success is the extent to which the program may be seen to have impacted upon participant performance. Our approach is to provide the participant, or a nominated manager or supervisor, with an evaluation instrument for completion several weeks after conclusion of the program.

This is essentially an in-house tool for use by the client. However, we encourage organisations to return a copy of the instrument for use in the future review, development and general improvement of the program.

DURATION :

The program is designed to cover two full days of eight hours each.