



Project management is not just restricted to certain industries, or to individuals with certification as a project manager. Lots of us are expected to complete assignments that are not a usual part of our job, and to get the job done well, within our budget, and on time.

This workshop is intended for those who understand the conceptual phase of a project's life cycle, including setting goals, creating a vision statement and creating the Statement of Work. Today will take you through the remaining three stages: planning, execution, and termination.

This one-day course will teach participants:

- Identify your project's tasks and resources.
- Order tasks using the Work Breakdown Structure.
- Schedule tasks effectively.
- Use basic planning tools such as a Gantt chart, PERT diagram and network diagram.
- Prepare a project budget.
- Modify the project budget and schedule to meet targets.
- Identify and manage risks.
- Prepare a final project plan.
- Execute and terminate a project.
- Develop and manage a change control process.

Course Overview

You will spend this session getting to know the course objectives and you will have an opportunity to identify your personal learning objectives.

What Really Needs to be Done?

This session will look at identifying and listing tasks and resources.

The Work Breakdown Structure

The Work Breakdown Structure, or WBS, is a key planning tool universally recognised by project management organisations. During this session, we will discuss what a WBS is and how to create one.

Scheduling Techniques

Now that we know what tasks need to be done and the approximate order, it is time to schedule the tasks. We will look at how to estimate time and some scheduling considerations during this session. We will also look at some planning tools, including the Gantt chart, milestone charts, action planning worksheets, network diagrams and flow charts.

Budgeting Tips and Tricks

The next step in planning the project is budgeting. Participants will learn about budgeting through a lecture, and then they will apply the knowledge to a case study.

Assessing Project Risks

This session will examine what risks are and how we can identify and manage them.

Preparing the Final Plan

All of the planning that we have done today will come together to create the final project plan.

Making it Fit

So you've got all your documents prepared and you're ready to execute your project. And then you find out you need to get it done two weeks sooner... or 40,000 cheaper. During this session, we will look at ways to compress the project's schedule and budget.

The Execution Phase

This session will look at some things you should do while executing your project, including status meetings and issues management.

Controlling Changes

During the execution of the project, you need to have a process in place for managing changes. This session will outline a change control process that you can use on any project.

Closing out a Project

During this session, we will discuss some things that should take place during the termination or close-out phase of a project.

Course Wrap-Up

At the end of the day, participants will have an opportunity to ask questions and fill out a personal action plan.