

Management of Projects

Project Planning & Delivery

Effective Planning for On-Time Delivery



This Course, formatted as a Workshop, will provide Project Managers the Comprehensive Tool Kit for the Planning, Delivery and Control of Projects

- The Tool Kit covers the Planning, Start-Up and Implementation Phases of a Project
- The workshop addresses in-depth the Key Industry Recognised Techniques that ensure Successful Project Delivery



Delegates attending this course will:

- ✦ Increase their Comprehension of how best to Meet Project Goals
- ✦ Enhance their Skills in the Management of Projects in Operational and Strategic Environments
- ✦ Learn/Review the Key Tools & Techniques required for Project Planning, Delivery & Control
- ✦ Acquire Industry-Recognised Techniques for Duration & Cost Estimation, Scheduling & Control
- ✦ Practice these Techniques in a Workshop environment in readiness for immediate use in the Workplace

This course/workshop is particularly suitable for Experienced Project Managers, Leaders and Team members who wish to gain knowledge and practice of effective tools for the Planning & Control of Projects

This course has been
Designed & Created
and is Managed & Organised by



The Course is aligned to the
Project Management Institute
Body of Knowledge



Management of Projects - Project Planning & Delivery

Contents

SESSION 1

Introduction to Project Planning & Control

- The Project Manager's Challenges
- The Project environment
 - *Meeting Client/Management Expectations*
 - *Scope & Change Management*
- Planning & Scheduling Synoptic

Establish Scope Documentation as basis to Project Planning

- Acquire Project Enabling Documentation
- Determine Project Goals & Deliverables
- Establish Project Charter
- Stakeholder Expectations & Analysis
- Collate and Develop Project Scope

Develop WBS to identify Work Packages

- Techniques for Developing the WBS
 - *Top Down*
 - *Bottom Up*
- Activity to Work Package breakdown
- Seeking Detail & Granularity

Review of Estimation Techniques

- Underlying Principles
 - *Estimating Inaccuracy & Incorporating Assumptions and Risks*
 - *Differentiating between Estimating and Costing*
- Identifying Resource Profiles
- Understanding the Nature of the Work to be Estimated
 - *Linear Productivity & Variable Productivity*
- Estimating Techniques
 - *Analogy; Parametric; Subject Matter Experts; Vendor Bids; Grass-Root; PERT Probabilistic*
- Additional Estimation Allowances
 - *Contingency & Indirect Costs to Consider*

Develop Duration and Costs Estimates

- Estimate of Project Work Packages
- The Activity Estimate Form
- Resource Profiles
- Key Factors – Estimating DURATION
- Key Factors – Estimating COSTS

Build Up the Activity Network Diagram

- Network Diagrams – Changing DIMENSIONS
- Determining the Sequence of Work Packages
- Building the Precedence Chart of Activities
- Types of Activity Relationships
- Lags and Leads
- Determining the Critical Path
- Optimisation of the Activity Network
 - *Levelling; Fast Tracking & Crashing*

SESSION 2

Create Schedules – Gantt Chart

- Create Activity Driven Schedule
- Establish resource Requirements
- Iterate to build Resource Driven Schedule

Develop Cost Cumulative Curve

Determine Resource Requirements

- Build Resource Loading Histograms
- Synchronise Resource Availability
- Negotiate Project Staffing
- Roles and Responsibilities – RACI Chart
- Procure & Outsource Products & Services

Baselining the Project

- Establish Resource Commitments
- Conduct Trade-Off Analysis
- Secure Management Approval

Project Start-Up

- Review Project Plan and Commitments
- Conduct Project Kick-Off Meeting
- Finalise RACI Chart & Communication Plan

Implementation & Tracking & Control

- Baseline management
- Project Monitoring and Evaluation
- Project Reporting: Status, Progress & Forecasting
- Risk Control & Issue Management
- Managing Acceptance of Deliverables
- Earned Value Management

Scope Management & Manage Change Requests

- Collect & Review Change Requests
- Conduct Impact Analysis
- Seek Change Order Approval
- Implement Change

Project Close Out

- Scope Verification
- Customer Closure
- Contract Close-Outs
- Administrative & Financial Closure
- Conduct Lessons Learned
- Personnel and Personal closeout
- Celebrate

