

Project Management



Overview:

Does your organization have limited budgets? Tight deadlines? Conflicting priorities? Organizational problems? If so and you're responsible for a project or program involving a new process, facility, or product, then this program will provide you with the skills needed to manage these projects cost-effectively and professionally.

This intensive program will demonstrate a spectrum of management techniques that outline ways to forecast, schedule, and manage the key resources you need in project management: manpower, equipment, and supplies. You will learn how to develop the qualities of strong leadership that will help bring projects to completion on time and within budget allocation. We will analyze ways to end grievances and poor work habits in the group through use of constructive criticism and discipline. In addition, you will learn how to assess your own interpersonal style and managerial needs.

Learn:

Upon completion of the program, you will be able to anticipate and overcome the conflicts inherent in project management. You will know the dynamics of being a project manager: how to use leadership and group psychology to your advantage, ways to resolve problems in your group, and how to use the consensus method to build group commitment and cooperation. You will be able to use record keeping, progress review meetings, and a reporting system as methods of control. You will know how to organize a project from beginning to end that will save your organization money and enhance your managerial and professional status upon completion.

Objectives:

- ❖ Define the purpose, role, and logic behind project management.
- ❖ Forecast, schedule and manage the key resources needed in project management: manpower, equipment and supplies.
- ❖ Learn the skills needed to run a successful project despite barriers such as limited budgets, tight deadline, conflicting priorities and even organizational challenges.
- ❖ Learn how to choose the right team members.
- ❖ Analyze methods which help end grievances and poor work habits in employee groups.
- ❖ Build group commitment and cooperation.
- ❖ Use leadership, group psychology and other proven techniques to your advantage.
- ❖ Assess your own interpersonal style as well as your managerial needs.



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Outline:

Initiating a Project

- A. Apply Project Management Processes
- B. Create a Project Charter
- C. Develop a Preliminary Project Scope Statement

Planning Project Work

- A. Develop Project Management Plan
- B. Create a Scope Management Plan
- C. Create a Scope Statement
- D. Develop a Work Breakdown Structure

Developing Project Schedules, Cost Estimates, and Budgets

- A. Create an Activity List
- B. Create a Project Network Diagram
- C. Estimate Activity Resources
- D. Estimate Activity Durations
- E. Identify the Critical Path
- F. Develop a Project Schedule
- G. Estimate Project Costs
- H. Establish a Cost Baseline

Planning Project Quality, Staffing, and Communications

- A. Create a Quality Management Plan
- B. Document Roles, Responsibilities, and Reporting Relationships
- C. Acquire Project Team
- D. Create a Communications Management Plan

Analyzing Risks and Planning Risk Response

- A. Create a Risk Management Plan
- B. Identify Project Risks and Triggers
- C. Perform Qualitative Risk Analysis
- D. Perform Quantitative Risk Analysis
- E. Develop a Risk Response Plan

Planning Project Procurement

- A. Prepare a Contract Statement of Work
- B. Prepare a Procurement Document

Executing Project Work

- A. Direct and Manage Project Execution -
- B. Perform Quality Assurance
- C. Develop Project Team
- D. Information Distribution
- E. Request Seller Responses
- F. Select Sellers