



## Project Management Tools and Techniques

Workshop Duration: 2 Days

Facilitation in English

### Workshop Description

To take advantage of opportunities, respond to challenges, deal with emerging issues and manage the pace of change, many organizations are turning to the skills of managing projects to increase their responsiveness. While project management is the preferred choice of organizations wishing to be responsive and many software products exist to aid in project management, the basic processes are often forgotten or neglected. Missing the basic concepts behind managing projects will lead to missed deadlines, expensive changes, lost opportunities, frustrated project managers and team members, and ultimately dissatisfied clients.

This two day workshop offers the opportunity to work on "real life" projects and enables participants to return to their offices ready to get their own projects up and running or back on track.

This workshop is not a lecture. It is a hands-on, high energy workshop that uses facilitation techniques to have participants apply the techniques on case studies of their own design. Participants can expect that their projects will be near completion when they leave this workshop.

### In this workshop, participants will:

- Identify the distinctive features of projects and why projects are the response of choice.
- Know the key players in project management and who has to be satisfied.
- Have an opportunity to work on a project team.
- Use a step by step process to manage their own projects.
- Use "green thinking" to get a project scoped out and evaluate your scope for size, complexity, risk, stability and visibility.
- Develop a project definition using five measurable steps that will identify outcomes, governance, outputs, time/timing, geographic considerations, engagement strategies, and specifications.
- Develop a project charter.
- Evaluate your project against a 14 point checklist to test your projects viability.
- Deal with projects that are subject to change and meet organizational requirements through change orders.
- Plan projects using work breakdown structures and organization breakdown structures.
- Assign responsibility to others, conduct risk assessments and manage projects with contingency plans and proactive practices.



### In this workshop, participants will: (cont'd)

- Determine a realistic time to complete tasks.
- Make plans visual using Gantt, Network and Critical Path graphs.
- Use conflict positively during the project to generate creative and innovative solutions.
- Monitor implementation and report on variances to identify deviancies and correct them before they get your project off track.
- Exercise control without becoming controlling while mastering those issues that are both urgent and important.
- Close out your projects.