Practical

PROJECT MANAGEMENT
for Engineers & Technicians

YOU WILL LEARN HOW TO:

- Meet deadlines and complete projects within budget and on time
- Plan projects and manage resources effectively
- Develop the personal skills critical to effective project management
- Organise and improve performance to create a productive and competent team
- Evaluate and make immediate use of Project Management Software packages
- Effectively manage the organisational environment

WHO SHOULD ATTEND:

- Engineering Professionals
- Technical Personnel
- Maintenance/Supervisory Managers
- Project Team Members in:
  - manufacturing
  - process industries
  - research & development utilities
  - local authorities
**THE WORKSHOP**

Project Management can only be effective if the nominated project manager and people working on a project understand the critical factors for the successful achievement of project objectives. They must also have the practical skills necessary to plan and control the project through the various phases.

This workshop provides the essential knowledge and practical expertise that will enable attendees to effectively apply current project management techniques to their projects.

This two-day workshop culminates in a project planning session where participants work in small groups to develop and document an outline project plan for a defined scenario.

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**THE PROGRAMME**

**DAY ONE**

**INTRODUCTION TO PROJECT MANAGEMENT**

**FUNDAMENTALS OF PROJECT MANAGEMENT**
- Overview of the project environment
- Project life cycle and phases
- Project organisations
- Project success
- Project definition
- Project planning

*Case study - An exercise in developing a work breakdown structure*

**TIME MANAGEMENT**
- The Precedence Method of schedule analysis
- Presentation of the schedules
- Resource analysis
- Monitoring and reporting achieved progress
- Selection of software

*Case study - Application of the Precedence Method analysis technique*

**COST MANAGEMENT**
- Cost estimating
- Budget presentation
- Financial control
- Change control
- Cost reporting
- Value management

*Case study - Preparation of a project cost report with variance analysis*

**INTEGRATED TIME AND COST MANAGEMENT**
- The Performance Measurement System defined
- Determining cost and schedule variance
- Computer software PMS tools

*Case study - An exercise in integrated time/cost analysis*

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**DAY TWO**

**CONSTRUCTION CONTRACTS**
- Procurement strategies
- Responsibilities of the parties
- Tender and contract documentation
- Conditions of contract
- Contract disputes

**MANAGEMENT OF THE PROJECT TEAM**
- Management and leadership
- Organisation and project team cultures
- Motivation and employment
- Authority and power of the project Manager
- Required attributes and essential functions

**QUALITY MANAGEMENT**
- Defining quality and quality management
- Quality systems
- ISO 9000
- Project Quality Assurance
- Preparation of ITFs

*Case study - Preparation of Inspection and Test Plans*

**RISK MANAGEMENT**
- Risk management defined
- Risk identification
- Risk analysis
- Risk management responses

**AN INTRODUCTION TO CONTRACT LAW**
- The legal system
- Essential elements of contracts
- Factors destroying the legal force of contracts
- termination of contracts
- Breach of contracts
- Time extensions and liquidated damages

*Case study - Analysis of contractual situations*

**PROJECT PLANNING SESSION**

Working in teams you will develop an Outline Project Quality Plan for a defined engineering scenario.

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**PRACTICAL SESSIONS**

You will undertake a series of practical sessions, ranging from elementary to advanced, based on the Project Management lecture material. Fully worked solutions will be distributed to you after you have completed the sessions.

The practical sessions include:
- work breakdown structures
- time management using the Precedence Method
- cost reporting with variance analysis
- integrated time and cost analysis
- production of an inspection and test plan
- contractual issues
- developing a quality plan outline

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*"Excellent.
Just what I needed.*

John Elliott

*"I should have attended it years ago.*

Kevin Knox-Davies

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✔ Have the training delivered when and where you need it.

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