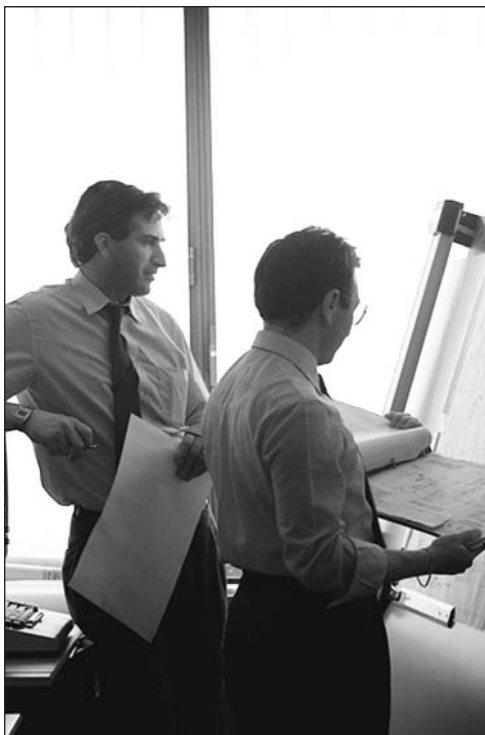

Practical

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



Technology Training that Works

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.

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

“

Excellent.

Just what I needed.

John Elliott

”

“

*I should have attended it
years ago.*

Kevin Knox-Davies

”

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

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.

ON-SITE TRAINING

- ✓ **SAVE** over 50% by having an IDC workshop presented at your premises.
- ✓ Customise the training to **YOUR** workplace.
- ✓ Have the training delivered when and where you need it.

Contact us for a **FREE** proposal.