

PROJECT MANAGEMENT

SEPARATELY BOOKABLE SEMINARS

Project Management Essentials

1 & 2 June 2011, Auckland
28 & 29 June 2011, Wellington

Key Learning Objectives:

- Developing key project cost management skills to accurately estimate how much a project will cost
- Arming yourself with effective tools for assessing and managing project risk
- Understanding the contracting process for project management to gain better control over achieving your objectives

The Essentials of Time Management

29 & 30 June 2011, Auckland
13 & 14 July 2011, Wellington

Key Learning Objectives:

- Manage priorities based on urgency, validity and importance
- Spend more time on higher yield projects
- Managing and reducing interruptions

Facilitators:

Rod
Gill



David
Keane



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Conferenz
Management Training

Project Management Essentials



Auckland
1 & 2 June 2011
Mercure Hotel

Wellington
28 & 29 June 2011
Amora Hotel

An introduction to project management principles

- Understanding successful and unsuccessful projects and what drives them
- Project success factors

Corporate strategies and why they are important to projects

- How to use projects to implement corporate strategies
- Aligning projects with corporate strategies

Understanding the power of the project sponsor

- Who should be your project sponsor?
- The role of the project sponsor
- How project leaders should support the project sponsor

The project leader role

- Leadership and management - which comes first and why do you need both?
- What makes for a successful project leader?
- Key skills for a successful project leader
- Managing expectations
- Ensuring that the team has established clear performance expectations
- Taking ownership of your role in the team and assisting with decision making
- Ensuring "buy-in" to the project by team members
- What the project leader must NOT do

Developing your communication skills for projects

- Obtaining support from management and your project team by using communications plans
- Techniques for getting the right information to the right people at the right time
- Analysis of common sources of conflict in project management
- Techniques for dealing with difficult project stakeholders and team members
- Using reporting techniques that will get results

Defining success: Getting it right from the beginning

- Clearly defining the purpose and objectives of your project
- Tying your project to a strategy
- The power of prototypes
- Identifying the stakeholders of a project
- The project cost curve: Showing the payback period for a project

Planning for success: Working out how to be successful

- Ensuring project scope, plan and measurement systems match the expected project outcomes and client expectations
- Developing a schedule for your project
- Analysis of estimating considerations:
 - Time
 - Costs
 - Resources available and resources required
- Finalising your project plan and the importance of sign-ons

Delivering success: Tracking your way to success

- Tracking methods
- RAIDing your projects
- The power of time sheets
- Knowing when to cancel your project if necessary
- Reporting to other stakeholders, the team and the project sponsors

Realising business value: Implementing your project

- Just because you've already done the work, you don't have to go live
- Why implementations should often become a separate project
- Why projects always need an implementation and post-implementation phase

Methodologies: Why are they critical for successful projects?

- What does a methodology do for your project?
- One methodology or more?
- Defining types of methodologies:
 - Classic waterfall
 - Overlapping phases
 - Rapid methods
 - Iterative methodology
- Choosing the best one for your project

Mastering project scheduling techniques

- Basic scheduling and network calculations
 - Gantt and milestone charts
 - Arrow diagrams and precedence diagrams
- Scheduling by phase
- Using the critical path to success
- Scheduling time critical projects
- Scheduling resource constrained projects
- Planning for using subcontractors
- Understanding just what you should use project software for



Rod Gill, **Director, ACE Project Systems**

Rod Gill gained his Engineering degree from Lancaster University in the UK. As a Microsoft MVP for Microsoft Project, he has written the two chapters on VBA for the book Special Edition Using Microsoft Project 2000 and has written the only book in the world on using Project VBA.

Rod is an experienced trainer in project management and Microsoft Project. He specialises in delivering advanced workshops on best practices to show users how best to use Project to help solve project management problems such as scheduling time critical and resource constrained projects.

The Essentials of Time Management



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Planning, goal setting and achievement

- Prioritising your goals for maximum effectiveness
- Planning your day to make the most of every minute
- How to say no – a guide to refusing unreasonable requests

Identify and limit time wasting and procrastination

- Why do we procrastinate and put things off?
- Tools, tips and strategies for avoiding procrastination
- Managing multiple priorities

Email and voicemail management

- Time management in Outlook
- Taming the email inbox
- Controlling your calendar

Web time management

- Using the internet as an effective tool rather than a time waster
- Internet tools and technologies for time management

Working with people in stressful, time limited situations

- Different personality styles and how to work with them
- Time management in a crisis
- What to do when it all goes wrong
- Ensuring increased quality with increased productivity

Time management for managers

- How to become effective at delegating low priority issues and items
- Limiting distractions for staff
- Making the most of your team and support staff
- Managing your manager

Get more out of meetings

- Setting time effective agendas
- How to be an effective chairperson?
- Dealing with conflict in a meeting
- Dealing with distractions and eliminating interruptions

Plugging time Leaks

- Too much socialising
- Misplacing things

- Forgetting things
- Make the most of commuting
- Long-winded people

Dealing with stress and pressure

- Use pressure as a motivator rather than a stressor
- Work out when stress and pressure are hurting your goals
- Techniques and tips for stress management – what works for you?
- Reducing the impact of stress on your team

Work/Life balance

- Gain a much needed balance between professional goals and personal time

Arming yourself with effective tools for assessing and managing project risk

- What are the key areas of risk in project management?
- Ensuring risks are mapped to the WBS and are thoroughly identified
- Mitigating risk by establishing open and productive relationships within your project teams
- Components of risk management:
 - Identification
 - Quantification
 - Response development
 - Response control



David Keane

Dr David Keane has devoted his life and career to helping leaders create workplaces that are capable of bringing out the best in people and helping people discover more purpose and fulfilment in life and work. He is an expert on time management, the habits of successful people, and getting the balance right between your work and personal life.

Dr Keane is a master teacher and coach who has transformed the lives of people from all walks of life. He is a former business school dean, university professor, and business executive who has published many articles on various management issues.

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First name Last name

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