



TD Waterhouse – 7 Day PM Programme

7 Days

TITLE

Project Management Awareness – 1 Day

COURSE OVERVIEW

This course is suitable for anyone who interacts with others in a project environment or whose job is leading them into a role of managing projects. This course is theory only and prerequisites are none.

COURSE OBJECTIVES

To provide an overview of the principles and activities involved in effective project management.

COURSE CONTENT

The Project

- What is a project?
- Why run projects?
- Project Characteristics
- Why do project fail?
- The benefits of project management

Understanding the Business Case

- Initial Benefits Definition
- The Cost/Benefit Analysis

Initiating a project

- Project Goals
- Project Approach
- Project Organisation
- The Project Initiation Document

Defining the Project

- Project Objectives, Scope and Constraints
- Project Risks
- Critical Success Factors
- The Project Definition Document

Planning

- Types of Plan
- Producing Project Plans

Control

- Reporting and Reviewing
- Dealing with Issues and Changes

TITLE

Project Definition – 2 Day

COURSE OVERVIEW

This course is suitable for anyone who is significantly involved in a project environment or anyone whose job role is involved in the managing of projects.

Prerequisites are a good awareness of project management principles and this course is mixture of class group discussion and practical exercise using a case study.

COURSE OBJECTIVES

To provide a full understanding of the work involved in producing a clearly defined project

COURSE CONTENT

Defining Projects

- The benefits of a clear project definition
- Who uses the definition?

Preparing the Business Case

- Identifying the Benefits
- Evaluating the Benefits
- Prioritisation
- Estimating Costs
- Documenting the Business Case

Getting the Project Started

- Building the Project Initiation Document
- Project Organisation
- Project Approach

Risks

- Risk Identification
- Risk Assessment
- Risk Management

Documenting the Project definition

- Structure
- Content

TITLE

Project Planning – 2 Day

COURSE OVERVIEW

This course is suitable for anyone who is significantly involved in a project environment or anyone whose job role is involved in the managing of projects

Prerequisites are a good awareness of project management principles and an understanding of the project definition process

This course is mixture of class group discussion and practical exercise using a case study.

COURSE OBJECTIVES

To provide a full understanding of the activities and techniques involved in producing a set of clearly defined project plans

COURSE CONTENT

Introduction to project planning

- The benefits of planning
- Planning responsibilities
- Types of plan
- Overview of the planning process

Understanding the project deliverables

- Using Work Breakdown Structures

Activities and Dependencies

- Defining activities from the Work Breakdown Structure
- Producing a Network Activity Diagram.
- Undertaking Critical Path Analysis

Estimation

- Inputs required
- Methods and approach to estimating
- Factors affecting estimates

Scheduling the Project

- Resourcing considerations
- Producing effective Gantt Charts
- Understanding Resource Histograms

TITLE

Project Control – 2 Day

COURSE OVERVIEW

This course is suitable for anyone who is significantly involved in a project environment or anyone whose job role is involved in the managing of projects.

Prerequisites are a good awareness of project management principles and an understanding of the project definition process and the project planning process.

This course is mixture of class group discussion and practical exercise using a case study.

COURSE OBJECTIVES

To provide a full understanding of the activities and techniques involved in effectively controlling a project

COURSE CONTENT

Introduction to Project Control

- The control cycle
- The benefits of control
- Control responsibilities

Controlling the Schedule & Costs

- Understanding Earned Value Analysis
- Schedule & Cost Variance

Controlling Progress

- Reviewing the project
- Reporting the project

Controlling Quality

- Quality Control
- Quality Assurance
- Running quality reviews

Controlling Changes and Issues

- Distinguishing between changes and issues
- Understanding the change management process

Closing the Project

- Defining project closure
- Getting acceptance
- The role of project documentation