

MANAGING SUCCESSFUL PROJECTS EXPERIENTIAL WORKSHOP

Workshop Outline

Today more and more organizations are embracing project management as a discipline to achieve their business goals and meet bottom line effectiveness. Equally, they recognize that not all players can be project managers. This has resulted in increased demands on managers, engineers and others at all levels to learn and understand the fundamentals of Project Management, and leverage them to achieve successful project outcomes.

The learning objectives of this workshop are to familiarize the attendees with the fundamental concepts, process, methodology and language of Project Management. The importance of understanding the project environment, project dynamics, project scoping and team-building along with integrated planning, controlling, and communication as part of the project management process are highlighted. The workshop participants will gain an understanding of:

- Key components of the Project Management processes
- Techniques and approaches for monitoring projects
- Managing project risks and ensuring successful communication
- Purpose and effective use of project documents
- Roles & responsibilities, team motivation and managing expectations

Who Should Attend

The workshop is specifically designed for engineering professionals including Functional and Department Managers, Human Resource Managers, Training Managers, entry-level Project Managers, Business Systems Analysts, Client/User representatives, project team members and stakeholders who are impacted by the project. The workshop would be of benefit to participants from all industry segments, and particularly those who are engaged in, impacted by or dealing with any project-related activity.

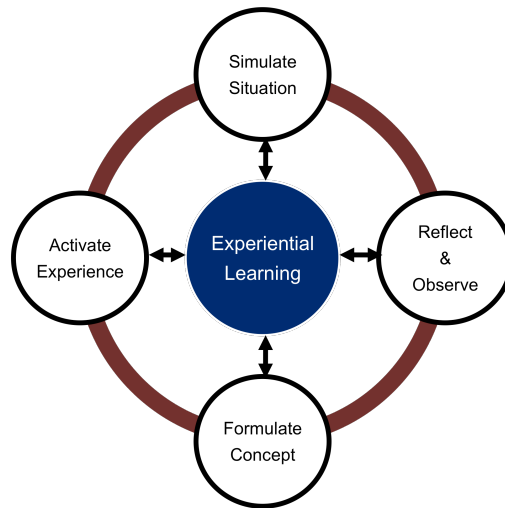
How You Will Learn

The 2-day workshop is designed to help the attendees to internalize key principles and practices of Project Management. It is designed around Kolb's Cycle of Experiential Learning based on: Concrete Experience, Reflective Observation, Abstract Conceptualization and Active Experimentation.

The workshop participants will gain an understanding of their roles and responsibilities, defining what the team expectations should be and what others will expect of the team. The presentations and workshops are expected to provide the answers to the where, what, when and why as well as the how on using the processes, tools and techniques to provide for a successful project with a very practical approach to the outcome.

The proposed course combines theory with real-life case studies, and focuses on practical aspects, tools and techniques of Project Management that the participants can apply right away to their engagements. This includes the use of soft skills to ensure effective delegation, communication and team building techniques. The following diagram illustrates the application of Experiential Learning principles.

Experiential Learning for Project Managers



PMI Framework

The workshop is based on the PMBOK framework published by the Project Management Institute (PMI) and its generally accepted five process groups (e.g. Initiating, Planning, Executing, Controlling & Closing) for managing successful projects. The interactive games and group exercises are designed to focus on the following knowledge areas:

- Scope Management
- Time Management
- Cost Management
- Quality Management
- Integration & Process Management
- Communications Management
- Risk Management
- Change Management
- Resource Management
- Procurement Management

DRAFT AGENDA - MANAGING SUCCESSFUL PROJECTS - DAY 1

Day 1	Agenda Item
Day 1 – am Module 1 (45 minutes)	<p>Introduction and Overview</p> <ol style="list-style-type: none"> 1. Review of participants’ current knowledge and experience 2. What is a project? What is Project Management? 3. The Project Manager’s Dilemma: Responsibility Vs. Authority 4. Overview of knowledge-based project Mgt. methodology 5. How we do projects – Phases and Processes
Day 1 - am Module 2 (90 minutes)	<p>Experiential Exercise – The Bridge Game</p> <ol style="list-style-type: none"> 1. Simulation of project environment in a Team setting 2. Team formation in a competitive setting 3. Understanding project constraints and dynamics 4. Team interaction and behaviour 5. Managing the client’s expectations
Day 1 - am Module 3 (45 minutes)	<p>Debriefing and Lessons Learned</p> <ol style="list-style-type: none"> 1. Team feedback and observations 2. What went wrong? Assumptions? 3. What were the project constraints 4. How did you perform as a team? 5. How did you react to changes, risk events?
Day 1	Lunch Break
Day 1 – pm Module 4 (45 minutes)	<p>Project Initiation and Start-up</p> <ol style="list-style-type: none"> 1. Understanding project constraints 2. Scope, Cost, Schedule and Performance 3. Business Case and Business Drivers for Projects 4. What is a Project Charter? 5. Project Organization, Roles and Responsibilities
Day 1 – pm Module 5 (90 minutes)	<p>Building the Project Team</p> <ol style="list-style-type: none"> 1. What makes a high performance team? 2. Team building fundamentals 3. Know your POPCI (Purpose, Organization, Process, Culture & Influence) 4. Managing & Motivating team members 5. The Human Side of Project Management
Day 1 – pm Module 6 (45 minutes)	<p>Managing Project Communication</p> <ol style="list-style-type: none"> 1. What is project communication? 2. Making effective communication 3. Project Manager’s skills and competencies 4. Obstacles to communication 5. Using problem-solving and decision-making processes

DRAFT AGENDA - MANAGING SUCCESSFUL PROJECTS - DAY 2

Day 2	Agenda Item
Day 2 - am Module 7 (90 minutes)	<p>Developing the Project Plan – Team Exercise</p> <ol style="list-style-type: none"> 1. Understanding planning principles 2. Translating the Project Charter into project scope 3. Dealing with assumptions 4. Applying the thought process for planning 5. Building the Work Breakdown Structure (WBS)
Day 2 – am Module 8 (45 minutes)	Team Presentations and Discussion – Project Planning
Day 2 – am Module 9 (45 minutes)	Experiential Learning Review – Project Planning
Day 2	Lunch Break
Day 2 - pm Module 10 (90 minutes)	<p>Developing the Project Schedule – Team Exercise</p> <ol style="list-style-type: none"> 1. The scheduling process 2. Developing a milestone based schedule 3. Understanding key scheduling considerations 4. Estimating techniques & pitfalls 5. Handling unrealistic expectations 6. Negotiating to get the “buy in” and team commitments
Day 2 – pm Module 11 (45 minutes)	Team Presentations and Discussion – Project Scheduling
Day 2 – pm Module 12 (45 minutes)	<p>Managing Risk and Monitoring</p> <ol style="list-style-type: none"> 1. Understanding typical project risks 2. Strategies for risk assessment and risk mitigation 3. Applying the TIMO model for risk management 4. Establishing an escalation/ resolution process 5. Monitoring project performance 6. Implementing Change Control process 7. Conducting phase/project debriefs and reviews
	<p>Wrap Up - Question & Answer Session</p> <ol style="list-style-type: none"> 1. Evolving role of the Project Manager 2. Review of major experiential learning 3. Feedback from participants