



Derek Hendrikz Consulting Presents:

Advanced Project Management

Duration:	5-days
Max. Participants:	20
Facilitators:	1
NQF Level:	5
Total Credits:	14
SETQAA Accreditation:	Services SETA – Decision Number 2072

About the workshop:

The project management training programme should give participants advanced knowledge and skills on project management and enable participants to manage complex projects at their workplace.

The primary purpose of the training programme is to provide learners with:

- Advanced project management skills which can be practically applied in the workplace.
- Competence to be an effective project team manager
- Competence to execute comprehensive projects
- Devising appropriate project structures and strategies

The workshop outcome:

On completion of this workshop the participant should be able to effectively manage workplace projects.

SETQAA Accreditation:

For accreditation purposes the learner will have to prove competence in the following unit standard:

Unit Standards:	Unit Standard Number:	Credits:
Support the project environment and activities to deliver project objectives.	120378	14

Participants will be assessed on the following specific outcomes:

1. Identifying project types, nature and providing guidance on appropriate project strategies and tactics.
2. Suggesting appropriate structures, methods and processes to projects.
3. Checking and verifying that a project environment is established.
4. Evaluating, recording and consolidating lessons from project experiences.

Training methodology:

The methodology is based on interactive learning, i.e. learners will learn by doing. Furthermore learners will use examples from their own organisations, thus ensuring that the learning is anchored at their workplace.

As with all DHC training programmes, we strive to effect actual change back at the workplace through effective and practical outcomes based training.

Programme:

Time:	Day 1:	Day 2:	Day 3:	Day 4:	Day 5:
08:00-10:00	Revising the project management process	Estimating project times	Managing the project team	Working with project strategies and tactics	Managing risk
10:00-10:30	<i>Convenience Break</i>				
10:30-12:30	Development of a project plan	Working with project costs	Monitoring the project team	Working with project processes	Reducing project Duration
12:30-13:30	<i>Lunch</i>				
13:30-15:00	Establishing the project environment	Implementation and management of a project plan	Project schedules	Understanding and controlling the project life cycle	Project Audit & Closure
15:00-15:15	<i>Convenience Break</i>				
15:15-16:00	Day Review	Day Review	Day Review	Day Review	Programme Evaluation

Who Should Attend?

- Project managers & supervisors.
- Senior and middle managers.
- Business owners.
- Any person interested in knowledge and skills in the area of project management.

Day 1:

Revising the project management process:

- Understanding the concept of project management.
- Introduction to project management systems.
- Alignment of projects with organisational strategy.
- Creating a central project portfolio.

Development of a project plan:

- Defining the project scope.
- Establishing project priorities.
- Creating work breakdown.
- Integrating the WBS with the organisation.
- Coding the WBS for the information system.
- Process breakdown structure.
- Responsibility matrices.

Establishing the project environment:

- Project management structures.
- Organisational culture.
- Project environment implications.

Day 2:***Estimating project times:***

- Estimating project times.
- Factors influencing the quality of estimates.
- Macro vs. micro estimating.

Working with project costs:

- Estimating project cost.
- Developing budgets.
- Types of costs.
- Guidelines for times, cost & resources.
- Refining estimates & contingency costs.

Implementation and management of a project plan:

- Developing a project network.
- Start & finish network computations.
- Level of detail for activities.
- Practical considerations.

Day 3:***Managing the project team:***

- The team development model.
- Situational factors influencing the team.
- Building high performance project teams.
- Managing virtual project teams.
- Project team pitfalls.

Monitoring the performance of your project team:

- Performance management with project teams.
- Performance evaluation.
- KPA's and KPI's in project team management.

Monitoring, evaluating and communicating project schedules:

- Project constrains.
- Resource constrains.
- Classification of a scheduling problem.
- Resource allocation methods.
- Assigning project work.
- Multi-project resource schedules.

Day 4:***Working with project strategies and tactics:***

- Project leadership.
- Managing project stakeholders.
- Social networking.
- Ethics in project management.
- Project partnering.

Working with project processes:

- Negotiation & communication.
- Trust.
- Decision-making & planning.
- Problem-solving.

Understanding and controlling the project life cycle:

- Definition stage.
- Planning stage.
- Execution stage.
- Delivery stage.

Day 5:**Managing Risk:**

- Risk management process.
- Risk identification.
- Risk assessment.
- Risk response development.
- Contingency planning & funding.
- Risk response control.
- Change control management.

Reducing Project Duration:

- Rationale for reducing project duration.
- Constructing a project-cost duration graph.
- Options for accelerating project completion.

Project Audit & Closure:

- Project audits.
- The project audit process.
- Project closure.
- Evaluations.

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**Beyond Comparison!**