Project Management for Busy People　給大忙人的項目管理工具與技巧

MEDIUM : English / Cantonese / Putonghua　　**COURSE CODE :** PMW-1

For many companies today, projects have become a vital part of their operation and existence. Important as they may, statistics show that only 28% of all projects are completed on time and on budget. The problem can often be traced back to project leadership: Often projects are led by someone who not only has no formal training in project management, but has many other duties at work. **In addition, many of the tools that are supposed to help manage projects can become a burden because of their complexity and need for paperwork.**

This workshop intends to provide an overview of the processes, skills, tools and techniques required to lead a project. Different from other project management programs, it reduces the project management paper work to a bare minimum and focuses on a few essential tools and people interaction skills to help project managers do their work effectively.

Information and approach used in the workshop is consistent with many well-known methodologies, and can be used as a stepping stone to further preparations of certification examinations in project management such as PMP.

What participants will learn

At the completion of the workshop, participants will be able to:
- Clarify project requirements
- Plan tasks, schedule and budget for a project
- Control project progress
- Learn from a project

Audience

This program is for those who need to manage projects and 101 other things. Typical it would include Project Managers, Team Leaders, people with current or future project management responsibilities

Methodology

Discussions, mini-lecture, case studies, simulated exercises, games, role plays

Course Outline

1. Understanding Project Management
Many people are at a loss not knowing where to start when they are given the green light on a project. This module outlines the major phases and steps in project management, and responsibilities of a project manager. Through a *simulated exercise and ensuing discussions*, participants will learn:
- Roles and responsibilities of a project manager
- The Project Life Cycle
- Key steps in project management
- Common pitfalls
- Key Success Factors

2. Setting the stage
This module focuses of the key tasks a project manager needs to do before starting on a project. Through a *simulated role-play*, participants will learn:
- How to clarify requirements and project scope
- Getting the team together
- Knowing your stakeholders

3. Project Planning
All successful projects start with proper planning. This module introduces some simple and effective tools in planning project tasks, schedule and budget. Through *simulated exercises*, participants will learn:
- Planning tasks and schedule
- Identifying Critical Path(s)
- Negotiating task due dates
- Fitting project tasks into your time management system
- Planning for project budget
- Contingency planning
- Communicating project plan with key stakeholders

4. Project control
Experienced project managers know that only very few projects will turn out exactly as planned. What makes a great project manager different from an ordinary one is in the way they manage and control a project when things do not turn out the way according to plan. Through *simulated exercises and discussions,* participants will learn:
- How to monitor progress?
- What to do if things do not turn out as planned?
- How to manage changes?
- Communicating progress with key stakeholders: The What, Who, When and How?

5. Project conclusion
There is a lesson to be learnt from every project. This module focuses on when and how to end a project, as well as on capturing its valuable lessons. Through *discussions*, participants will learn:
- Ending a project
- Termination tasks
- Learning from a project