

Advanced Project Management (PM2)

Seminar Outline

Principal objective

To enhance participants' project management knowledge and skill to enable them to cope with large, complex and high risk projects, and effectively implement the knowledge and processes to lead projects to successful completion.

Designed for individuals who

- Require a sound understanding of how to manage large complex projects.
- Have recently been given a more complex project.
- Need advanced project management skills.
- Need a solid framework for advanced project management.
- Are preparing for the position of Senior Project Manager.

Duration

Three days plus structured evening review and preparation.

Assignments

Three follow-up assignments over nine months. The assignments are designed to help participants gain maximum benefit from their learning on the seminar by applying it in their working environment.

Investment

Seminar pre work

- Give your present impression of how you are planning and doing projects.
- Produce a step-by-step high-level process that you follow when you manage a project.
(300 words)

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Learning outcomes

As a result of successfully completing the seminar pre-work, participating fully in the seminar, completing the assignment program, and applying the skills, knowledge and attitudes learnt with appropriate on-job coaching, participants will be able to:

Outcome	Tools
Create the project environment within the company structure.	<ul style="list-style-type: none"> • PM process • Functional management • Matrix structure
Develop a project plan with clear objectives.	<ul style="list-style-type: none"> • Project definition • Specifications
Develop effective project control systems for cost, schedule and quality.	<ul style="list-style-type: none"> • Work breakdown structure • Estimating • Budgeting • Quality planning
Plan projects in a logical way.	<ul style="list-style-type: none"> • Critical path method • PERT method • Allocating resources • Scheduling
Analyse risk and control changes.	<ul style="list-style-type: none"> • Contingency planning • Change control • Contracts
Allocate authority and responsibility to the project team.	<ul style="list-style-type: none"> • Project charter • Responsibility matrix • Communication planning
Handle conflict management.	<ul style="list-style-type: none"> • Project charter versus team charter • Reality checking process • Team roles
Evaluate and track project performance.	<ul style="list-style-type: none"> • Earned value model • Progress reporting
Successfully complete a project.	<ul style="list-style-type: none"> • Acceptance plan • Project close out • Lessons learnt