

Project Management: From Principles to Action

Develop comprehensive skills for project success from start to finish



“ I would like to express my appreciation to the leaders for their excellent facilitating skills. I can rarely say that my attention span was so thoroughly captivated over a three day period. ”

Ron Buswell - Pratt & Whitney Canada Corp.

OVERVIEW

Planning and delivering successful projects has become a key management competency in today's professional environment. This seminar covers essential project management competencies: managing each stage of the project lifecycle, respecting timelines and budgets, minimizing risk, executing a project roadmap, and understanding personnel issues to create effective and successful teams. A unique aspect of the program is its hands-on, idea-sharing format, facilitated by instructors with real-world experience.

The Project Management Institute (PMI)[®] will issue 19.5 Professional Development Units for this workshop.

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KEY BENEFITS & TAKEAWAYS

- Increase your confidence in managing new projects with a focus on critical deadlines
- Develop a solid plan with all the key components and a charter to better visualize the project as a whole
- Identify the stakeholders and evaluate the feasibility of their expectations
- Define the scope through work breakdown structures
- Use tools to balance time according to resource limitations
- Manage risk and learn when to alert the team to put contingency plan into effect
- Handle conflict through effective communications
- Learn to create and motivate effective project teams

WHO SHOULD ATTEND?

This seminar is designed for all managers, professionals and administrators with project responsibilities as well as those holding a project manager title. It is also useful for technical professionals working in a multi-project environment such as IT, marketing, aerospace, pharmaceutical R&D, and construction, or for financial and insurance specialists.

PROGRAM IN DETAIL

Each component in the project management process is illustrated through integrated case study workshops. The interactive seminar format maximizes learning by encouraging participants to share experiences and ideas.

Key Themes covered over the duration of the program include:

DAY ONE

Project Management Context

- The role of the project manager
- Barriers to project success?
- The project life cycle
- The project management body of knowledge

Project Definition

- Project stakeholder requirements
- Underlying opportunities and issues
- Alternatives and proposed solutions
- Project business cases and their preparation
- Role of the project sponsor
- Approval and project charter

Project Initiation

- "Kicking off" the project
- Understanding the role of work breakdown structures
- Developing a project management plan including risk elements

DAY TWO

Project Planning

- Planning through the 'top-down' approach
- Using networks and precedence diagrams
- Designing milestone charts
- Avoiding common pitfalls
- Balancing resource availability and requirements
- Modeling for time-constrained vs. resource-constrained situations
- Ensuring project plan 'do-ability'
- Understanding critical chain scheduling

DAY TWO (cont'd)

Project Execution

- Identifying the ingredients of project leadership
- Delegating work
- Motivating team members
- Managing change to project scope
- Monitoring work progress: challenges and pitfalls
- Reporting earned value

DAY THREE

Project Meetings and Handling Conflict

- Conducting effective project review meetings
- Recognizing when meetings are stalled
- Addressing conflict situations
- Assessing when to be firm and when to be flexible
- Developing a winning team

Project Close-Out

- Managing the handover
- Capturing lessons learned

Expanding Project Management Practices

- Project-centric organizations
- Project management maturity
- Project manager authority: some issues
- Approaches to introducing change
- Assertiveness: a key skill
- Standardizing tools and processes with templates
- Effective matrix management
- The role of a PMO (Project Management Office)

SEMINAR LEADERS



Christian Faucher

Christian Faucher, Ing, MBA, PMP has applied and developed project management techniques in diverse

fields from services and manufacturing to IT. For over 20 years he successfully led multiple Canadian and international corporate projects. He has also trained or coached hundreds of project managers in the industry. Mr Faucher currently leads the Pratt & Whitney Canada's group responsible for R&D Projects Planning & Monitoring as well as Engineering Logistics & Productivity.



Lloyd Bartlett

Lloyd Bartlett, P.Eng., MBA, PMP has over 25 years experience in successfully managing a wide range of projects, on

both national and international scale. These projects have varied from engineering works such as James Bay Duncan Dykes to strategic marketing initiatives such as the IATA Partnership Programs. He has served as trainer, coach and consultant to organizations, adapting project management in order to improve business results.