



Managing Small Projects

Who should attend this seminar

This course is designed for individuals who are or will be assigned to manage small projects. The focus is on the importance of good scope definition, schedule planning and project control. This course will be particularly valuable to individuals who manage small projects in addition to their day-to-day work responsibilities.

What you will learn

- The key steps to planning a small project
- Direct answers to real world planning issues
- How to estimate project deliverables
- How to administer the project once in execution
- How to track and update the project schedule
- How to closeout the project

Seminar format

- One day with workshop, discussion and lecture

Seminar take-aways

- Seminar manual with all teaching materials plus workshop handouts
- CD-ROM with templates used in the seminar
- On-line and phone support for past seminar participants
- Certificate of completion with 7 Professional Development Units (PDU's)

Seminar Outline

Introduction

Key concepts and definitions - Benefits of project management - Project life cycle - Project selection process – Project planning and control model

Project Management Organization and People Issues

The basic project team structure - Project manager as a communicator - Managing project conflicts

Project Planning Processes

Scope planning: *Project charter - Work breakdown structure – Workshops* - Work package planning: *Defining work elements - Resource estimating - Planning external costs – Workshops* - Schedule planning: *Schedule planning considerations - Steps in developing a schedule - A scheduling technique - Schedule and external budget plan - example – workshops*
Completing the plan: *Compare plan with constraints/objectives - Updating the project charter - Implementing the project*

Project Control Issues

Administering the Project: *Kick off meetings - Issues management - Assumptions management - Change control*
Monitoring and Updating Process - Schedule and Cost Control - Project Closeout

Conclusion