



MGT-102 - Winning Project Management Techniques

Description

This training is also available as a live distance learning course

Organizations are under pressure to respond rapidly to market change, meet customer needs and maximize resources. Project managers can help organizations achieve their strategic goals by applying successful project management techniques.

This 5-day Training Course equips participants with the knowledge, tools and techniques to successfully manage projects with improved project timelines and provides participants with the competencies required to successfully lead project teams to better performance.

Learning Outcomes

At the end of the course, participants will be able to:

- Apply best practices to project management activities – better planning, implementation and monitoring of projects
- More effectively monitor and control project implementation
- Implement project schedule compression techniques in full awareness of the associated risks and trade-offs
- Communicate more effectively with project teams and lead them to better performance

Topics

The Training Course covers the following topics:

DAY 1

- Project management fundamentals
 - Project definition
 - From vision to results
 - What is project management
 - Process groups and knowledge areas
 - Key success factors
 - Project framework
 - Process integration
 - Phases and project lifecycle
 - 4Ps of project management
- Project management – Phase 1: Initiating
 - What is initiating?
 - Business objectives
 - Project benefits
 - Constraints and assumptions
 - Develop project charter
 - *360 Case Study: Project Charter*
 - Stakeholders

DAY 2

- Project management - Phase 2: Planning
 - Purpose of planning
 - Project scope
 - Scope statement
 - *360 Case Study: Scope statement*
 - Work Breakdown Structure (WBS)
 - *360 Case Study: WBS*
 - Creating and optimizing the project schedule
 - Estimating costs
 - Determining budget
 - Risk management
 - *360 Case Study: Risk analysis – 1*
 - *360 Case Study: Risk analysis – 2*
 - Quality management processes
 - Human resources planning
 - *360 Case Study: RACI chart*
 - Communications planning
 - *360 Case Study: Communications plan*
 - Procurement planning
 - Statement Of Work (SOW)
 - *Case study: Vendor program*

DAY 3

- Project management - Phase 3: Executing & controlling
 - What is executing
 - *360 Case Study : Project kick-off*
 - Project communications
 - Team development
 - Managing issues
 - Monitoring and controlling
 - Implementing controls
 - *360 Case Study: Change control*
 - Performance reporting
 - Data and status report
- Project management - Phase 4: Closing
 - The project closing process
 - Closing procurements
 - Lessons learned
 - Final project report

DAY 4

- Improving project timelines
 - Project timelines - Review and challenges
 - *Exercise: Challenges with timelines*
 - Major components of planning
 - Schedule
 - Tips and techniques for successful project schedule planning
 - Project scheduling
 - Project scope
 - WBS
 - *360 Case Study: Milestones*
 - Project risk
 - *360 Case Study: Risks affecting the schedule*
 - Making estimates
 - Identifying critical path
 - Optimizing the schedule
 - Monitoring, controlling and methods for compression the project schedule
 - Impact of changes on productivity
 - Creating a culture for time tracking
 - *Exercise: Earned value example*
 - Adjusting leads and lags
 - Schedule compression techniques
 - The change process
 - *360 Case Study: Change request*
 - *Exercise: What did it take?*

DAY 5

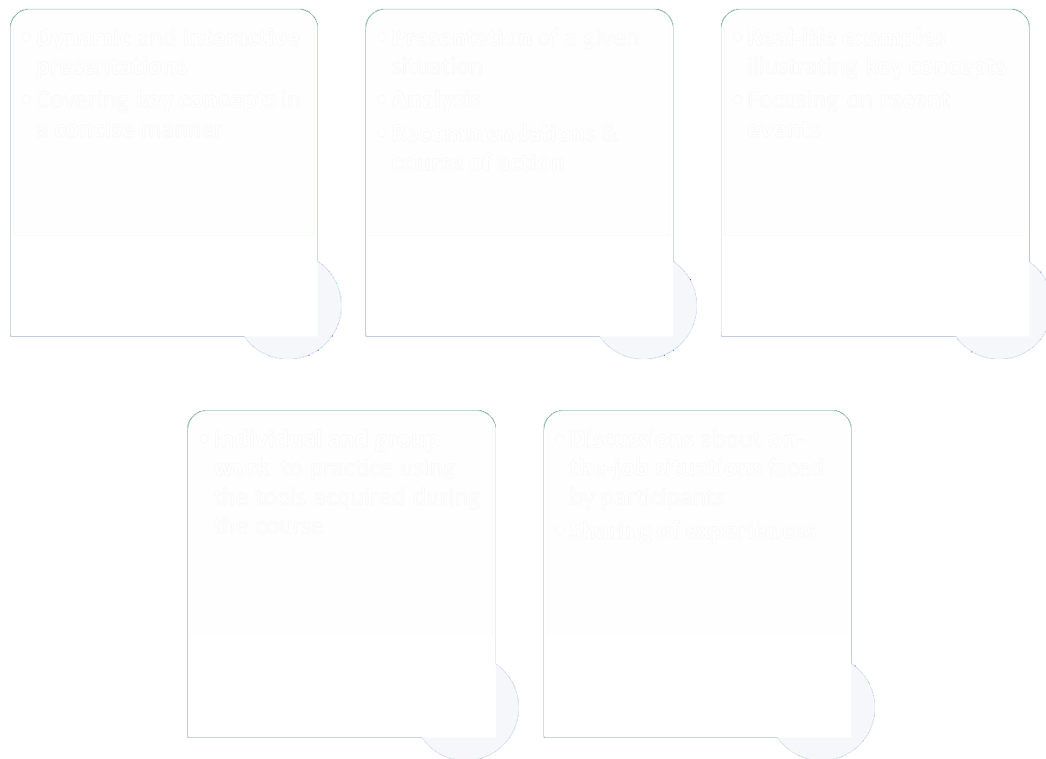
- Lead project teams to improved performance:
 - Recognizing personal leadership style
 - *Exercise: Leaders you admire*
 - Leadership styles, skills and effectiveness
 - Leadership in project management
 - Improving personal ability to influence others
 - Influence tactics
 - Exerting influence
 - *Exercise: Difficult influencing moments*
 - Developing emotional intelligence
 - Why is this important?
 - Key concepts
 - Emotional intelligence impacts
 - *Exercise : Good Project Management / Bad Project Management*
 - Better motivating project team members
 - Insights on motivation
 - *Exercise: Motivating teams*
 - Motivational environment
 - Teams and performance
 - Tips for improving team performance
 - Communicating effectively with teams
 - Effective communication
 - *Exercise: Are you listening?*
 - Tips for being a good listener
 - *Exercise: The role of technology in communications*
 - Planning your communication
 - Skills and abilities

Target Audience

- Telecommunications managers and personnel responsible for project management
- Managers looking to complement their skill-set by gaining a good understanding of project management

Methodology

A combination of engaging activities and dynamic presentations to stimulate and maximize participants' learning.



Location

A selection of Neotelis' training courses is held in various cities around the world. Please contact us at training@neotelis.com for the complete Yearly Training Calendar.



Neotelis can also deliver in-house sessions of this course specifically for your organization. Please contact us at training@neotelis.com for more information and a Proposal.

About Neotelis

Neotelis provides training, consulting, conferences and publications to the telecommunications industry worldwide. Its team of senior experts has trained thousands of executives and managers working for operators, regulators, policy-makers and governments in over 120 countries around the world.

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