



an evolution
mind power
masterclass

Capitalising On Advanced Project Management '07

Why This Event?

Most of the time, if not always, project managers look back at their past projects and tell themselves, "I could have done this", "If I could have finished it on time, the budget wouldn't have overrun", "What went wrong?" and the list goes on. Big or small, projects are always difficult to be successfully and effectively managed, especially when it involves too many people from the project team to clients to sponsors. Deciding the scope, delivering on time and within budget, managing sudden changes and risks, ensuring satisfied sponsors and clients, and building an engaging team are challenges that project managers often face.

A crucial element for project breakdown is poor communication between the project team, management, stakeholders and facilitators. Leadership incompetencies, poor contract management and planning and cost over-runs are some of the causes of project failures. Additionally, most organisations lack a deeper understanding of how portfolio management is built and managed. This limitation can impede the organization's progress towards achieving their strategic business objectives and goals.

A Project Manager has to have a firm knowledge and an in-depth understanding of all variables and factors crucial to a project success.

This 2-day advanced workshop seeks to intensively address and explore standards, methodologies, strategies and technologies that enables you to take a comprehensive look at portfolios and group them for the most effective charge and ensure every component within each portfolio are streamlined with the crucial values and objectives of the organization –the closure.

This workshop is specially designed for Project Heads and Managers to equip them with broader perspectives and deeper insights of project management; .Period includes exercises and short discussion after every session to ensure maximum understanding and grasp of every topic covered.

Project Managers from both the public and private sector would benefit from the systematically implement-able tools to effectively guide your project management. Participants will be extended with certification and PDU points to boost their resumes.

UPON COMPLETION OF THIS COURSE, PARTICIPANTS WILL GAIN A CERTIFICATE OF COMPLETION FROM MOSAIC PROJECT SERVICES PTY LTD AND EARN 21 PDU POINTS FROM PMI

KEY BENEFITS

- **Apprehend** the challenges that project managers often face, and effective ways to curb these challenges
- **Master** the BIG FOUR – Scope, Cost, Time & Quality -from initiation to planning to execution to closure of project
- **Identify** the importance of Value Management and Risk Management and how to use them effectively for project success
- **Enhance** your Financial Management skills
- **Grasp** the management of unexpected changes during a project confidently
- **Refine** communication with all stakeholders for optimization of project success
- **Advance** from invaluable case studies across various industries
- **Recognize** available project management tools, software and certification
- **Outshine** through certification issued by Mosaic Project Services Pty Ltd –a PMI endorsed Global Registered Education Provider
- **Acquire** your free take-home Stakeholder Circle Tool – your guide to identifying and managing all stakeholders
- **Benefit** from interactive and hands-on exercises to reinforce key areas of learning after every session



Patrick Weaver
PMP, FAICD, FCIQB.

Managing Director
Mosaic Project Services Pty Ltd.

STRATEGIC PARTNER

mosaic
Project Services Pty Ltd

PARTICIPANTS WILL
RECEIVE THE
PMBOK® Guide 3rd
EDITION

DAY ONE

PROJECT MANAGEMENT OVERVIEW

This session features the bird's eye view of your step by step guide to managing your project from the beginning to the end

- An introduction to project management
- The role of a project manager
- Characteristics of the project life cycle – concepts & methodology
- Challenges of project management in a volatile market and highly - competitive business environment.

PROJECT, PROGRAM AND PORTFOLIO MANAGEMENT - MANAGING MULTIPLE PROJECTS

A project on its own is unlikely to deliver many benefits to the organisation. Benefits are derived from the skilful selection and management of the overall portfolio of projects and the programs driving change. This session features the top level view of project governance from the organisations perspective.

- The 'Governance of Project Management 'GoPM' – what the board needs to know and do.
- Portfolio management and PMI's Standard for Portfolio Management – selecting the right mix of projects to maintain the business and secure the future.
- Program management and PMI's Standard for Program Management – managing multiple project to deliver the maximum benefits

SCOPE MANAGEMENT

The project's scope (or deliverables) is the purpose for which the project was created. Your customers or stakeholders expect the project scope to be delivered efficiently and completely. However, clearly defining exactly what is 'in scope' and what is 'out of scope' can be difficult. This session will show you how to define a projects objectives and scope and then minimize unnecessary changes.

- Define and set your project's objectives & target
- Understand your Stakeholders and their expectations
- Determining organizational capability
- Develop the Work Breakdown Structure (WBS)
- Scope Creep Management

TIME & SCHEDULE MANAGEMENT

If your schedule overruns, your budget will too. This session will show you how to meet deadlines gracefully –

- 1) without having to stress and resort to intensive last minute overtime work, and
- 2) without having to unnecessarily extend your schedule or increase your project costs.

- Developing your tasks list – durations, resources & constraints
- Developing your project schedule – tasks, predecessors & successors
- Time analysis and 'float'.
- Resource leveling and scheduling
- Manage the critical path
- Statusing and updating the schedule for on-going control
- Critical chain scheduling : resources, multi-tasking & buffers

COST & VALUE MANAGEMENT

Estimating, managing and controlling costs are central skills for successful project organisations. This session covers the core skills needed for effective project cost management.

- Cost estimation & budgeting
- Earned Value Analysis
- Tools to manage cost
- Benefits Realization
- Benefits of value management
- Key value management tools and techniques

FINANCIAL MANAGEMENT

Project control information needs to provide the organisations financial managers with the data they need to manage the overall business finances. This topic looks at the linkages between project and organizational finances

- Determining the cash requirements of a project
- Determining adequate levels for contingency and management reserves

DAY 2

QUALITY MANAGEMENT

A project that is completed within the stipulated time and cost is not considered a success if it is delivered without sufficient quality. Effective project quality management includes setting appropriate quality standards for the project deliverables and then meeting the quality standards agreed by your organization and expected by your customers.

- Defining project quality requirements
- Key quality methods and doctrines
- Developing your quality management plan – defining appropriate quality goals, approaches to achieving the goals, quality assurance, quality control, etc
- Implementing your quality assurance (QA) plan
- Implementing your quality control (QC) plan

COMMUNICATIONS MANAGEMENT

Each persons involved in a project has his or her own important role in delivering some components of the project. Coordinating, motivating and aligning project team and stakeholder expectations and actions requires effective communication. This session will show that effective communications are central to effective project management.

- Communication theory and practice
- Developing the communications plan
- Information distribution
- Status & performance reporting

WHO SHOULD ATTEND ?

- Project Directors/Managers/Leaders
- Production Directors/Managers/Leaders
- Operations Directors/Managers/Leaders
- Business Development Directors/Managers/Leaders
- Strategic Planning Directors/Managers/Leaders
- All Leaders, Professionals in contract & project work

DAY 3

HUMAN RESOURCE MANAGEMENT

Projects are temporary organisations that need to be planned, developed and then closed down. This causes unique problems for the project manager who needs special skills to quickly build a strong and effective team and then dissolve the team at the right time. This session focuses on the project dimension of HR management.

- Human resource planning
 - identifying roles, responsibilities and competencies of all stakeholders
- Executing your human resource plan
 - acquiring your project team
- Team building and leadership: your guide effective human resource management
- Negotiation skills and conflict resolution

RISK MANAGEMENT

It is impossible to eliminate all risks from a project; arguably the key commercial advantage any organisation possesses is its ability to effectively manage risk in its area of expertise. Attempting to avoid too much risk can make a project excessively expensive; failing to identify and manage key risks can lead to disaster. This session will look at current best practices in both risk and opportunity management.

- Stakeholder risk tolerance and risk maturity
- Planning your project risk management
- Risk identification
- Qualitative & quantitative risk analysis
- Risk response planning
- Risk mitigation strategies
- Procurement strategies as a risk creator
- Using procurement contracts to balance risk
- The practical limitations of contracts as a risk management tool
- Risk monitoring & control
- International models and standards for advanced risk management (PRAM, RAMP, and AS 4360)

CHANGE MANAGEMENT

Change is inevitable. Common examples are delays in procurement, stakeholders and/or customers changing their minds about important issues, work that is more difficult than anticipated and the list goes on. All projects need an effective change management process to minimize unnecessary changes and effectively manage the impact of beneficial or unavoidable changes.

- Identifying changes and your role in managing changes
- Implementing and managing a change process
- Performing effective project change management
- The soft skills – communicating changes with all stakeholders
- Monitoring the effect of changes

CONTRACT MANAGEMENT

This session will provide a brief overview of the range of tools and processes available to help manage projects, programs and portfolios.

- Recommended project management tools:
 - integrated tools, schedule control tools, risk tools.
- The role of a PMO as a methodology developer and a 'tool owner'
- Project Management Maturity Models, OPM3 P3M3 and CMMI

PROJECT MANAGEMENT CERTIFICATION

Project management is an emerging profession and by definition, 'professionals' are appropriately qualified. This session will briefly canvass the certification options open to professional project managers.

- University courses: Master of Project Management and Doctor of Project Management. PMI's accreditation of courses.
- Project management associations IPMA and PMI
- IPMA credentials – IPMA Level A, B, C and D
- PMI credentials - PgMP, PMP, CAPM and the PMI Career Framework
- AIPM credentials - RegPM

Profile of Facilitator

PATRICK WEAVER PMP, FAICD, FCIOB, is the Managing Director of Mosaic Project Services Pty Ltd, An Australian project management consultancy business specialising in project control systems and a PMI endorsed Registered Education Provider. Since 1985, he has held a number of Directorships with various project management businesses; he is a Fellow and Regional President of the Chartered Institute of Building, Australasia (FCIOB) and a Fellow of the Australian Institute of Company Directors (FAICD). He is a member of the Project Management Institute (PMI) College of Scheduling, College of Performance Management and the PMI Melbourne Chapter (Australia) as well as the Australian Institute of Project Management and the Association for Project Management (UK).

Following four years full time tertiary education in the UK, Patrick worked on a number of major construction projects in the UK and Middle East before migrating to Australia in 1974. In Australia, he worked with leading construction companies in various roles until resigning from the position of Chief Planner with Thiess Watkins White Pty Ltd in 1985, to start his own project management consultancy business, which has evolved into Mosaic Project Services. Mosaic's clients include a range of construction, engineering, defence and government organisations. This includes Ansett Australia, BP Australia, Compaq, NetComm, Optus, Qantas Defence Services,

Royal Australian Air Force, Telstra, Virgin Mobile, Vodafone, Air Liquide, Australian Computer Society, Australian Securities & Investments Commission, Analog Devices Inc, Brisbane City Council, Bovis Lend Lease, Boeing Australia Limited, Fallon, Primavera Australia, Shell Petroleum Brunei, Siemens Ltd, Walters Construction Group, Keppel Cairncross Shipyard Limited, Brisbane International Terminal, Sydney International Terminal, Bunnings Warehouse, Melbourne Tram Privatisation, Haymarket Substation, Brisbane Townhouses, Mackay, Myer Centre Brisbane and many more.

Patrick's consultancy work encompasses: developing and advising on project schedules, developing and presenting project management training courses, managing the development of internal project control systems for client organisations and assisting with dispute resolution and claims management, he is a qualified Arbitrator and Mediator. He has regularly conducted workshops and presented papers at conferences around Australia, Europe and SE Asia.