

Project Management Workshop

Overview

Everyone in the organization will be at one time or another faced with the job of planning and executing some sort of project. It might be simple things like changing a software or quite complex like launching a new factory overseas. Even though these two projects seem worlds apart in importance, objectives and resources requirements, they have a great deal in common in terms of the planning and what will make them successes.

Purpose

The purpose of this workshop is to develop a common approach to project and how to manage them effectively and efficiently. The approach is based on those recommended by the Project Management Institute.

Content

- What is Project Management?
- PMI's Nine Project Management Areas
 1. Integration Management
 2. Scope Management
 3. Time Management
 4. Cost Management
 5. Quality Management
 6. Human Resources Management
 7. Communication Management
 8. Risk Management
 9. Procurement Management
- The Project Management Cycle
- The project Planning Simulation
- Continuous Improvement
- Application to Situation
- Action Plan

Participants

Anyone directly involved in managing or participating in a project.

Methods

A combination of multiple facilitating methods is provided in order to maximize learning and application of the concepts. Among them:

- Slides & Material
- Working documents
- Participant manual
- Discussions and debriefing
- Individual and small-group activities
- Simulations
- Video
- Laminated reminders
- Action plans

Practical details

The standard duration of this workshop is of 2 days. Specific adaptations to your situation can be made upon request. The workshop is available in English, French and Dutch.