

Project Management

Project Management is the professional way to ensure that you deliver on time, within budget and, above all, conform to your customers' requirements. If you need a better way to show your professionalism you are under pressure from your customer to use industry standards, this project management seminar the right solution for you.

Managing projects requires more effective team effort to ensure success. It will help you to get everything done in the right order and let you to achieve the objectives of your projects:

- ◆ To specification and quality standard
- ◆ On time delivery to keep the customer happy
- ◆ Within budget to improve your business performance

Managing projects requires more effective team effort to ensure success. It will help you to get everything done in the right order and let you to achieve the objectives of your projects. The seminar is designed help you to launch a new product or implement a computer system. Project management can ensure greater success when introducing new plant or machinery.

If you are under pressure to satisfy your customer by bringing projects in on time and within budget, there are a number of tools at your disposal. Critical path analysis may sound like a very sophisticated method. In fact, it's like drawing a map to show you the best way to get from the start to the end of your project.

This seminar will show you how simple it is to draw charts that let you predict problems before they happen. In this way you can take corrective action to make sure that you can keep your customers happy and your business afloat. Additional computer application modules for Microsoft Project can be added an option.

- ◆ Project management background and what makes projects successful:
- ◆ A methodology for structuring projects:
- ◆ Objectives and specification
- ◆ Work breakdown structure (WBS);
- ◆ Organisation breakdown structure (OBS);
- ◆ Team working, responsibility and cost;
- ◆ Dependency and networks;
- ◆ Setting times and using Gantt charts;
- ◆ Using computer aided methods (e.g. Microsoft Project);
- ◆ Risk management;
- ◆ Resource management;
- ◆ Resource smoothing;
- ◆ Monitoring and controlling projects;
- ◆ Time, cost and quality;
- ◆ Meetings and reports;
- ◆ Financial aspects and cash flow;
- ◆ Post project audit;