

## ***Intermediate Project Management In Government Organizations***

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### **A 3 Day Workshop for Government Employees**

This workshop shows you how to firmly control any size project. Learn how to get results — consistently. No theories . . . this workshop firmly focuses on practical, *How-To* aspects of managing your projects with real-world examples. Gain powerful new skills to use *today* to control high-demand projects. The free handbook you receive in this workshop is a powerful guide you will use to get *immediate results* your management will notice, and one you will consult for years to come.

#### **Topics Covered —**

##### **Establishing priorities**

- What is a Project/Program?
- Why have Project/Program Management?
- Project or Functional Management?
- Real Importance of Vision and Mission Statements

##### **Initiating The Project**

- Using The *Project Management Toolkit*
- The 5 Steps *Shared by All Successful Projects*
- The Importance of Understanding Requirements & Specifications
- Details of Cost & Schedule Estimating
- Two Major Reasons Projects Overrun
- Issues for The Project Manager
- Performance Assessments (Cost, Schedule & Task)
- Responsibility, Authority, Influence and Accountability

##### **Successful Project Planning**

- Developing The Project Objectives
- The Role of Your Customer
- Scope Definition
- Structure of A Plan
- Techniques for Developing a Solid, Integrated Project Plan
- Refining Initial Cost & Schedule Estimates



- How to Build a Truly Useful Work Breakdown Structure
- Work Packages
- The Right Level of Detail
- Implementing Your Plan
- Delegation with Authority to Succeed
- Setting Measurement Criteria
- Identifying and Managing Risk
  - Risk Mitigation Techniques

### **Scheduling The Project**

- Formulating The Project Schedule
- Schedule Logic
- The Role of The WBS in Developing *Accurate* And Detailed Schedules
- Schedule Techniques
  - Bar Charts, PERT, CPM, Milestone, Hybrid Schedules
  - Pro's & Con's; Principles for Selection
  - When & How to Use Them; How to Keep Them Current
- Selecting Key Milestones
- Importance of Securing Plan Buy-In from Stakeholders
- Baseline Schedules—What Are They, How to Build Them, How to Use Them
- How to Integrate Project Cost, Schedule, Resources & Quality
- Identifying and Adjusting Inconsistencies
- Coordinating Other Peoples Time & Resources

### **Organizing The Project**

- Tactics
- The Most Important Factor in Organizational Structures
- Types of Organizations
- Identifying The Best Resources for The Job
- Dealing with Resource Limitations
- When Should Alternative Approaches Be Considered?
- Handling Conflict

### **Creating An Environment For Successful Projects**

#### **Directing The Project**

- Managing The Plan
- The Project Management Control Cycle
- Coordinating Task Interfaces
- The Importance of Identifying Interdependencies
- Tracking, Evaluating & Adjusting Performance
  - Keeping Solid Project Control

- Selecting & Monitoring Key Indicators
- Project Analysis Methods
- The Necessity of Meeting and How to Make Them Effective
- Corrective Action Techniques
- Developing Indices & Trend Analyses
- Project Problem Solving Techniques
- Formulating Recovery Plans
- How to Integrate and Handle *Multiple* High-Priorities
- Getting Top Performance from People—Even If They Don't Work for You
- Barriers to Projects—*And How to Avoid Them*
- Why Work Doesn't Get Done and What to Do About It
- Controlling Project Changes
  - Criteria for Baseline Changes
  - Integrating Changes
  - Calculating The Impact
  - Understanding of What Information Is Required to Evaluate Status
- Solid Techniques for Reporting and Briefing Project Status
- The Importance of Financial Data and Its Proper Use
- The Main Reasons Projects/Programs Fail