

# PERFORMANCE EXCELLENCE LTD.

*Presents*

## Project Management Tools & Techniques

This three-day workshop provides the practical skill-set to become a top performing project manager. The seven-step project management approach (defines, explore, plan, execute, control, close, and celebrate) will be taught in a highly interactive learning environment. In today's business climate, employees with formal training in project management are among the most valued human resource assets in the organization. So take advantage of this opportunity and advance your career and your organization's efficiency  
– quickly and completely.

### WHO SHOULD ATTEND

This is an introductory workshop to project management tools and techniques. The workshop is an excellent opportunity for new and intermediate project managers and project team members to experience the entire project lifecycle and learn to optimize resources including time, money and human capital.

Participants will take home a project management personalized tool box containing a collection of check lists and forms that will enable the planning of any project. The same tool box will be used during the workshop exercises.

### WHAT YOU WILL LEARN

The instructor will walk the participants through a real life project as an example. Each group (total of 5) will then apply the same processes explained by the instructor to their own project. By the end of the workshop, participants will be able to create a detailed and integrated plan for their project complete with project execution and control techniques. Participants will learn how to:

- Write a project scope statement
- Create a four level work breakdown structure
- Set quality standards and a quality control plan
- Develop a procurement plan
- Carry out a stakeholder's analysis
- Develop a risk management plan, c/w contingency allowances and mitigation plans for project risks
- Estimate project costs
- Create a realistic and achievable schedule
- Develop a communication plan
- Handle critical contract administration issues
- Manage the triple project constraint
- Manage stakeholders' expectations and relationships
- Handle scope changes

## **WORKSHOP OUTLINE**

### **1. DEFINE THE PROJECT**

Write project goal statement  
Develop project objectives  
Identify assumptions and constraints  
Write a project charter and identify success criteria

### **2. EXPLORE ALTERNATIVES AND CHOOSE ONE**

Agree on an evaluation criteria  
Create alternatives to achieve your goal  
Choose the best alternative and test against your success criteria

### **3. DEVELOP AN IMPLEMENTATION PLAN**

Identify the deliverables, what are you trying to accomplish? (the scope)  
Decide on a quality standard for the deliverables  
Decide on who will do what (resource planning)  
Conduct a stakeholder's analysis  
Decide on how to keep the stakeholders informed  
Decide on a procurement plan  
Identify and mitigate sources of risks, what could go wrong with the project?  
Decide what should be done and when  
Estimate how much it will cost (budget)

### **4. IMPLEMENT THE PLAN**

Develop the project team  
Decide on how information will be distributed  
Contract selection and contract administration  
Scope verification and quality assurance  
Contract administration issues

### **5. CONTROL THE PROJECT**

Develop overall change control  
Monitor scope, schedule, quality, and cost  
Control and respond to risk issues

### **6. CLOSE THE PROJECT**

Hand over project to client and get acceptance  
Close contracts and finalize team relationships  
Issue final reports and close out file

### **7. CELEBRATE YOUR SUCCESS**

Think of unique and creative ways to thank your team  
Develop inventive ways to celebrate the team success  
Learn from the experience

## **INSTRUCTOR**

Dr. Sami Fahmy, PhD, PEng, PMP, is a Global Registered Educational Provider (R.E.P) with the Project Management Institute. He obtained his Doctorial degree in Project Management Specialization with the University of Calgary and has extensive experience as a teacher and instructor. He has more than ten years of project management teaching experience alone and has taught several courses at Northern Alberta Institute of Technology (NAIT), the University of Calgary, and PMI (Edmonton PMI Chapter). He is presently teaching three project management courses with the University of Alberta and construction management with the University of Calgary.



Dr. Fahmy is a professional engineer and project management professional (PMP) with more than 30 years of hands-on experience covering a wide range of project management technical areas. He has managed hundreds of successful projects of varying size and complexity, and shares his wealth of knowledge and experience. Dr. Fahmy's expertise covers a wide range of topics including: project management, risk management, alternative project delivery, quality management, problem solving, decision making and contract administration.

### **WORKSHOP DATES**

- May 20,21,22, 2009

### **WORKSHOP DAILY SCHEDULE**

8:00 Registration  
8:30 Session begins  
4:30 Adjournment

There will be a one-hour lunch break each day in addition to a refreshment and networking break during each morning and afternoon session.

### **COURSE MATERIALS**

Each participant will receive a complete set of course notes and handouts that will serve as informative references.

This valuable guide for project planning and implementation can be applied to projects of all types and sizes within the business world.