



PROJECT MANAGEMENT FOR ENGINEERS & TECHNICAL PROFESSIONALS

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PROJECT MANAGEMENT FOR ENGINEERS & TECHNICAL PROFESSIONALS

PROJECT MANAGEMENT is one of the hottest careers in the world today. Project managers with proven skills and experience can find exciting, high-visibility opportunities in a wide range of fields. This workshop is specifically designed to provide you with the proven, practical body of project management knowledge and skills that you need to demonstrate project management mastery on the job. The skills and knowledge you gain in this workshop will help you avoid making costly mistakes and increase your competitive edge in the project management profession.

WORKSHOP DESCRIPTION:

This workshop is designed for persons who have on the job experience performing project management tasks, whether or not project manager is their formal role, who are not certified project management professionals, and who might or might not have received formal project management training. The course is appropriate for these persons if they wish to develop professionally, increase their project management skills, apply for a formalized and standards-based approach to project management, and seek career advancement by moving into a formal project manager job role.

ABOUT YOUR FACILITATOR:

Karl is a highly-experienced trainer in the corporate environment, highly qualified in educational theory and methodology. Karl has trained in the corporate sphere for 20 years, and prior to that, lectured degree programmes for the University of the Witwatersrand

His academic qualifications consist of the following:

1980 – 1983 - Bachelor of Primary Education, University of the Witwatersrand

1987 - Bachelor of Education, University of the Witwatersrand

1991 – 1992 Master of Education

Karl has taught Project Management and MS Project to hundreds of staff at CSIR, he has taught Project Management, Database design and MS Projects to Sanbio Project for SADC scientists and researches funded by the Finnish Government.

WHO SHOULD ATTEND?

- Architects
- Engineers
- Project Managers
- General Managers
- Operation Managers
- Project Administrators
- Construction Managers
- Consultants
- Technical Professionals involved in contract and project work

BENEFITS INCLUDE:

- ✓ Participation in an interactive workshop
- ✓ Learning from a recognised expert with cross industry experience
- ✓ Comprehensive workshop documentation
- ✓ Word & Excel templates provided
- ✓ Earn 5 CPD points

WORKSHOP OBJECTIVES:

In this workshop, you will apply the generally recognised practices of project management acknowledged by the Project Management Institute (PMI) to successfully manage projects.

You will:

- ✓ Describe professional project management
- ✓ Initiate a project
- ✓ Plan project work
- ✓ Develop project schedules
- ✓ Develop cost estimates and budgets
- ✓ Plan project quality, staffing and communications
- ✓ Analyse risks and plan risks responses
- ✓ Plan project procurements
- ✓ Execute project work
- ✓ Manage project procurement
- ✓ Monitor and control project work
- ✓ Monitor and control project schedule and costs
- ✓ Monitor and control project performance and quality
- ✓ Monitor and control project risks and procurements
- ✓ Close the project



CUSTOMISED VIRTUAL TRAINING AND/OR IN-HOUSE TRAINING

If you wish to organize a Virtual Instructor Led Training session or In-House session for your organization, we will custom design a session that will help you achieve your desired learning goal. The main advantage of custom designed VILT, in addition to being significantly cost effective, is that they address topics specifically related to the needs of your organization. **To discuss the possibility of designing and conducting such a session or In-House training session, contact us on 021 979 5891 or callie@ehiafrica.co.za for a comprehensive quotation.**



Recognised Education & Training Provider

GOLD

PROJECT MANAGEMENT ESSENTIALS

Your step-by-step guide to solid foundations, tools and techniques for successful Project Management

Session 1:

The Nature of Projects and Project Management

- An understanding of Project Management as per the Project Management Institute
- The hierarchy and multi-dimensional goals of projects
- An understanding of why projects are successful or not
- The multi-disciplinary nature and management styles of projects

Session 2:

Project Life Cycles and Phases

- Making a project official and the correct initiation
- The importance of a clear and formal scope
- Configuration management and change control

Session 3:

Identification of Work Responsibilities and Roles

- How to draw up a work breakdown structure
- The uses of a work breakdown system
- The development and uses of a responsibility assignment matrix

Session 4:

Project Time Management

- The development and uses of network diagrams
- The determination of the critical path and float
- The drawing up of a Gantt Chart

Session 5:

Project Cost Management

- Learn what cost management is about
- Economic feasibility of Projects
- Formulation of budgets and cost control methods

Session 6:

Introduction to Project Quality Management

- Understanding Quality Management terms and philosophies
- Understanding the Quality important deliverables

PROJECT MANAGEMENT ADVANCED

Session 1:

Advanced Scheduling and Network Analysis

- Time cost trade off techniques to develop alternatives
- The Scheduling methods
- Resource and buffers
- Difference with schedule slippages

Session 2:

Project Control

- Steps in the control process
- Reporting approach and frequency
- Dealing with variances
- Giving of more accurate information for better

Session 3:

Project Quality Management

- The correct understanding of techniques and their use
- Revisit the underlying philosophies
- Identify and manage quality important deliverables
- The process model and quality plans
- Same tools and techniques

Session 4:

Project Risk Management

- Understand what constitutes Risk
- Techniques to identify Risk
- Quantification of Risk and contingencies
- Strategy and Resource development for critical Risks
- Decision tree technique to develop Risk strategies

Session 5:

Dealing with Conflict in a Project

- Understand the underlying principles of resolving conflict
- The conflict management process
- Real vs unwarranted conflict
- Dealing with change

Session 6:

Managing Contracts and Contractors

- Steps in managing contracts and contractors
- Clarifying roles and responsibilities
- Managing deliverables and scope of work
- The final review and close-out

Session 7:

Closing a Project

- The steps in project close-out
- The final project reviews
- Documenting lessons learnt
- The final commissioning and handover

