

Managing Small Projects

A Two-day Workshop

Two Gold Seal Credits

Intro:

Living organizations constantly breed new ideas and innovative solutions which must be examined, funneled through a rational selection process, and turned into actionable projects. For projects to serve their intended purposes, and produce results, they need to be managed effectively. Otherwise resources and opportunities disappear in wasteful sporadic activities. Modern organizations acquire project management capacity to enable deployment and realizations of strategic plans, update their value-adding processes and deliver competitive goods and services to the customers in lean and productive ways.

Purpose:

This workshop is designed using the universally adopted guidelines and standards of the Project Management Institute. It is meant to provide the participants with the working knowledge and skills required to take small-to-mid-sized projects from inception of ideas to successful completion. The content is rich on tools, techniques, steps, procedures, templates and best practices that could be readily used in real project settings.

Objectives:

By taking this workshop, the participants will be able to

- Understand the global framework of project management and organizations
- Learn how projects come into being, launched, initiated, and planned
- Develop effective project schedules and know how to adjust to meet customer requirements
- Execute project plans and manage suggestions and requests for change
- Appreciate the significance and best practices of closing a project

Outline:

Day 1

Setting the Stage

Knowing the keywords
The PM framework at a glance
The evolving life span of a project
What makes a good project manager?

Project Initiation

The organization, stakeholders
Sources of project ideas
Scoping out a project idea and its goals
The place and use of a project charter
The management nod to go ahead

P L A N T E K

Productivity Consulting Inc.

Operational Efficiency ♦ Industrial Engineering ♦ Project Management

Project Planning

Step-by-step planning
Work Breakdown Structure
Timeframe and budgeting
Schedule trade-offs and optimization
Dealing with schedule uncertainties
The good-to-go approval

Day 2

Project Execution

Teamwork; evolution and dynamics
Kick-off and review meetings
Project conflicts and resolution strategies

Project Control

What to monitor and how to monitor
Preparing to manage change

Project Closing

The neat shutdown
The final report
Lessons learned

Conclusion of the workshop

Putting the big picture into perspective
Project phases or process groups
KPI priorities and composing appropriate plans
General PM software considerations
What's more out there to be learned?

The Facilitator:

Brian Amouzegar is the founder and president of Plantek Productivity Consulting Inc. A “capacity building” catalyst, Plantek provides world-class consulting and training to improve operational efficiencies, enhance quality of products and services, and implement the most effective management practices. Brian holds a bachelor degree in industrial accounting, a master degree in industrial engineering and is pursuing his doctoral studies in engineering management. He is a senior member of the American Society for Quality, an ASQ certified Quality Engineer (CQE), Six-sigma Black Belt (SSBB) as well as a Project Management Professional (PMP). As a scholar-practitioner, Brian has a lifelong passion for education and teaches graduate and undergraduate courses in his area of expertise. He is an adjunct faculty with BCIT, New York Institute of Technology and University Canada West. Brian’s international project experience spans over North America, Asia, Europe, and the Middle East.



Check out our other Gold Seal accredited courses

[Managing Construction Risk \(2 credits\)](#)

[Optimal Project Scheduling \(2 credits\)](#)

[Productivity in Construction Projects \(1 credit\)](#)

April 2014
[Plantek Productivity Consulting Inc.](#)

Address: #436 – 470 Granville St., Vancouver, BC V6C 1V5 – Phone: 604.669.2830 – www.plantek.ca