

## Managing Small Projects

### A Two-day Workshop

#### Intro:

Living organizations constantly breed new ideas and innovative solutions which must be examined, funneled through rational evaluation processes, and turned into actionable projects. For projects to produce results, they need to be planned and managed effectively and efficiently. Otherwise resources are wasted, and opportunities vanish in disjointed and incoherent activities. Modern organizations acquire project management capacity to enable deployment and realizations of strategic plans, elevate the productivity of their operations and deliver value-laden goods and services to their customers delight.

#### Purpose:

This workshop is designed using the universally recognized and adopted guidelines and standards of the Project Management Institute (PMI). It is meant to provide the participants with the working knowledge and skills required to take small-to-midsized 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 plans and know how to optimise them with respect to customer priorities
- Execute project plans and manage suggestions and requests for change
- Appreciate the significance and best practices of closing a project

#### Tentative 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*





## 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’s degree in industrial accounting, a master’s degree in industrial engineering and PhD 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 currently an adjunct faculty with BCIT and SFU. Brian’s international project experience spans over North America, Asia, Europe, and the Middle East.



August 2025