

## **Project Management**

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It's about getting it done right.

Teams, tasks, deadlines and budgets are difficult things to keep under control in a high pressure project environment. Drawing from the "Body of Knowledge" put forth by the Project Management Institute (PMI), the Bristall Morgan Project Management Seminar works to build awareness and practical ability in the management of projects, large and small.

We take the time to ensure the course fits in with your business. We offer interactive workshops of one or two days (the two-day seminars can be delivered with up to one week between class days).

The Bristall Morgan Project Management workshop will help you and your project team develop a workable, editable plan; integrate and understand the 5 phases of Project Management; use PMI, PERT, Critical Path, Gantt charts; understand where projects can fail; understand risk and scope; deal with emergencies and contingencies; demonstrate leadership and encourage productive participation; understand budget and resource allocation; learn how to estimate time, and cost; and maintain control of your project plan through the use of Project Management tools such as Microsoft Project, as well as the newest Social Media/Web 2.0 applications.

Our system creates a custom curriculum from stakeholder interviews and on-line assessment forms and follows up with a year of personalized support with each participant, as well as "ROI reviews" with the stakeholders. This helps to develop true buy-in and performance improvement within a department or organization. We use our on course material, *The Bristall Method of Project Management*, and employ sound principles of Adult Education to ensure that new skills are learned, practiced and understood.

### **Outline**

The course generally comprises the following, and is customized according to client needs:.

#### **Introduction**

- Project Management Concepts / What is Project Management
- Introduction to the PMBOK
- Five Phases of Project Management
- Why Projects Sometimes Fail
- 12 Rules for Project Management Success
- The Key Players In A Project
- The Project Team

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### Initiation Phase

- Defining the project
- Assessing viability
- Defining a goal
- Understanding scope
- Team selection
- Funding
- Deliverables
- Risk

### The Planning Phase

- Feasibility
- Planning
- The Business Case
- Cost/Benefit Analysis
- Risk Analysis
- Impact Analysis
- Project Plan Summary
- The Project Charter
- Budgeting
- 5 Steps toward the Successful Project Plan
- Defining Tasks
- Defining Milestones
- Work Breakdown Structure
- Critical Path Method
- PERT Analysis
- Gantt Charts
- Project-Cost Analysis

### The Execution Phase

- Understanding Leadership
- Team Management
- Conflict Resolution
- Operational Project Management
- Diarizing

### The Control Phase

- Communication Tools
- Hints & Tips for Successful Project Control
- Conflict Resolution
- Cost Analysis
- Closure Phase
- Delivery
- Disbanding
- Post Review Report

### Closure

- Project Termination
- Evaluation

Project Management tools, such as Microsoft Project and Web 2.0