

Planning Estimating & Monitoring Your Project Workshop

Overview	This workshop is designed for project managers who have some experience in delivering projects, but are looking for techniques to ensure their projects are delivered successfully. The key focus is on the planning stage – establishing good project governance and effective estimation techniques. But places equal importance on monitoring and controlling the plan, to provide powerful information on which to make key project decisions.
Duration	2-day
Audience	Everyone involved in projects - project managers, program managers, team members, schedulers, sponsors and key stakeholders – indeed anyone with an interest in building a plan and keeping their project on track!
Content	<p>Upon successful completion of the Planning Estimating & Monitoring Your Project Workshop participants will know how to:</p> <ul style="list-style-type: none"> • Plan and control throughout the project lifecycle • Use gate reviews • Establish a framework for planning and control • Develop a project charter to plan and control • Establish change control procedures • Define the project scope • Clarify roles and responsibilities • Develop a RACI • Apply risk management techniques • Create a work breakdown structure • Plan deliverables, activities and milestones • Estimate activity duration, resource requirements and cost • Identify and manage reserves • Balance effort and duration • Use scheduling techniques • Network diagrams • Calculate the critical path • Crash the project • Apply resource leveling techniques • Monitor and control progress • Measure and report progress • Establish a project dashboard • Apply earned value techniques • Close the project
Approach	Facilitator led workshop using a case study and tools, ensuring key skills are easily transferred back at the office.
Materials Included	Training manual including hands-on exercises
In Short...	Plan, estimate and control your project in order deliver outcomes to satisfy all stakeholders!



“Presenter considered all learning styles and managed individual needs and expectations well. Lots of energy and expertise.” - Participant feedback in Sydney

“Hands down the best trainer I have met! Charismatic, knowledgeable, enthusiastic.” - Participant feedback in Melbourne

Lotus Project Consulting Pty Limited

ABN 81150597818

www.pmlotus.com.au

Email: info@pmlotus.com.au Mobile: 0404 800 929