

# Managing Project Resources

Discover key skills for managing and controlling your project resources



## Seminar Focus

- Building an effective and motivated project team
- Negotiating for key resources and working around organisational barriers
- Review the tools used for defining project scope
- Effective estimating techniques and practical ways for developing robust schedules
- Scheduling to resolve resource conflicts in the planning phase
- Manage project performance and accurately report project status

## Overview

**This advanced course will equip you with the skills you need to secure the right resources and build commitment to a realistic schedule, which you can successfully manage and control.**

Successful project delivery involves a great deal more than simply planning and controlling, you need the support and dedication of a team to get it done. A particularly significant challenge for many Project Managers is to fashion a high performing team from a group of resources temporarily loaned to the project. Learn the essential skills you need to manage both the schedule and the human side of projects successfully.

**You will explore various practical tools and techniques for managing resources and scheduling projects within constraints of time, cost and quality.**

You will participate in small "project teams", tackling a case study project, to demonstrate the practical use of key project tools. Practice skills for scope definition and developing work breakdown structures. Use effective techniques for estimating and budgeting, a logical approach to developing robust schedules, which are all essential for effective resource management.

Staying on track or more importantly knowing if you are heading off-track, is an equally challenging proposition for Project Managers. This course will demonstrate the Earned Value Management (EVM) approach, which enables everyone, including customers to keep track of cost and schedule performance. Many people have likened it to a dashboard that provides early warning signal on projects

**To achieve quality deliverables, you must establish processes that lead to consistent performance and deal flexibly with customer needs and wants.**

## Benefits of Attendance

**Learn effective negotiation skills and tactics to help you build high performing project teams. This course also provides you with a clear understanding of cost and schedule control techniques, to maximize the effectiveness of your key project resources.**

This course focuses on teaching delegates to think like Project Managers, to be active instead of passive, to take responsibility for the project and take positive steps to keep it on track.

- Prioritise requirements to maximize the deployment of resources to critical areas
- Identify appropriate techniques and tools for estimating time, costs and resources
- Use scheduling techniques including networks and Gantt charts
- Learn advanced schedule development techniques to optimize resource usage
- Consider the use of feeder buffers with the critical chain project management approach
- Know how to use Earned Value Management techniques to determine project status
- Manage project performance and accurately report project status

**In preparation for PMP Certification this course includes a review of the PMBOK® sections:**

**Section 6** ~ Project Time Management

**Section 7** ~ Project Cost Management

**Section 9** ~ Human Resource Management

**Section 10** ~ Communications Management



# Course Topics

## DAY ONE

### Session 1 ~ Essentials of Resource Management

- Key challenges in scheduling and resource management
- Review project life cycles and processes
- Defining objectives and the triple constraints
- Generally accepted best practices and reference sources

### Session 2 ~ Scope Planning

- Why are requirements important?
- Preparing and committing to a Project Charter
- Writing effective Scope Statements
- Documenting assumptions & constraints

### Case Study ~ Preparing the Scope Statement

### Session 3 ~ Scope Definition

- Building deliverable-oriented work breakdown structures (WBS)
- Defining the work packages and tasks
- Constructing a responsibility assignment matrix

### Case Study ~ Preparing the WBS

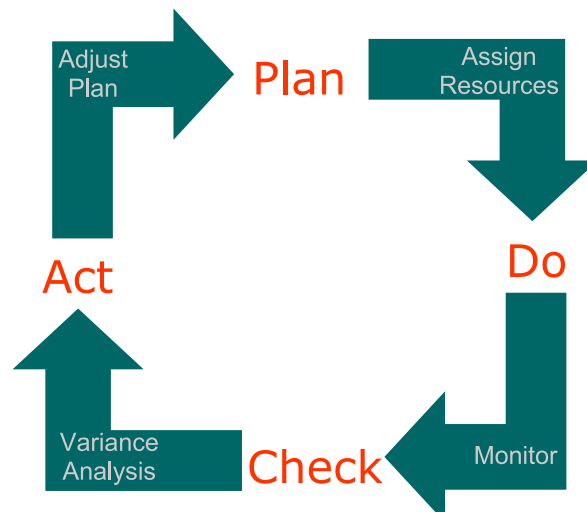
### Session 4 ~ Human Resource Management

- Building an effective project team
- Negotiating for key skills
- Developing your Leadership style
- Motivating the team

### Session 5 ~ Estimating techniques

- Top down vs. bottom up estimating
- Parametric and analogous estimating
- Good practice tips for estimating durations, effort and costs

### Case Study ~ Developing the estimates



## Course Topics

### DAY TWO

#### Session 6 ~ Scheduling techniques

- Milestone planning and Gantt chart
- Network diagramming using ADM and PDM
- Precedence relationships and critical path analysis (CPA)
- Identifying total and free slack
- Crashing schedules using time/cost trade offs
- Considering risks and contingency reserves
- Reviewing resource constraints and resource levelling
- Critical chain project management concepts (CCPM)

#### Case Study ~ Developing a schedule

#### Session 7 ~ Monitoring and control

- Establishing the baselines
- Monitoring project performance
- Understanding Earned Value Management (EVM)
- Responding to issues and changes
- Progress assessment and Status reporting

#### Case Study ~ Status Reporting

#### Session 8 ~ Learning review and Q&A

- Share insights and learning.
- Develop a personal action plan to apply your learning back at work

#### Seminar Timetable

Registration will be from 08.00 to 08.30 every morning. Lunch and refreshments will be provided. The course will finish at approximately 17.00 each day.

## Who Should Attend

This session is a must for project managers who wish to improve the effectiveness of their project plans and learn new techniques to manage and control key project resources. This course will also be of importance to: Project / Team Leaders, Program Managers, Resource Managers and also team members who are studying for PMP certification with PMI.

