# Managing Project Resources

The 3-day advance project *scheduling, quality & cost control* tools & techniques for managing and controlling your projects' physical, financial & human resources

**24 PDUs**

## Seminar Focus

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

**KTC International**
*Success through Competitive Intelligence*

# 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**

# WHO SHOULD ATTEND

This course is aimed at project managers, and all other project team members involved in the production of project schedules, resource plans, and cost budgets

# BENEFITS OF ATTENDING

**This course provides you with a clear understanding of cost and schedule control techniques to maximize the effectiveness of your key project resources**

The course is heavy on practical tips, both on best practice, and the use of software and 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, with emphasis on the following:

➢ Prioritize 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

**This course is in line with PMBOK Guide 7th edition and provides certified PMPs with 24 PDUs**

# COURSE AGENDA

## Session 1: Introduction and Review
Success factors in developing realistic schedules and budgets
Review of project life cycles and processes
Defining project objectives and confirming constraints
Generally accepted best practices and reference sources

## Session 2: Foundation - Understanding Project Requirements & Scope
Documenting project requirements
Building the work breakdown structure (WBS)
Defining the work packages and tasks
Constructing a responsibility assignment matrix

**Case Study: Preparing the WBS**

## Session 3: Estimating techniques
Top down vs. bottom up estimating
Parametric and analogous estimating
Good practice tips for estimating durations, effort and costs
Factoring availability and productivity into estimates
Dealing with uncertainty

**Case Study: Developing estimates**

## Session 4: Scheduling techniques
Network diagramming
Precedence relationships and critical path analysis (CPA)
Identifying slack
Optimizing the schedules using time/cost trade offs
Milestone planning and Gantt chart
Reviewing resource constraints and resource leveling
Considering risks and contingency reserves

**Case Study: Developing a schedule**

## Session 5: 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 6: Application of Microsoft Project
Understanding & navigating project files
Setting-up Aa Project
Entering Initial Project Data
Entering Tasks
Creating a Task Structure (WBS)
Estimating Task Durations
Defining Task Relationships
Entering Date Constraints
Identifying Critical Path
Entering Resources
Setting Resource Calendars
Adding People & Equipment
Work Concepts
Planning with Work
Project Evaluation
Shortening the Schedule
Controlling Costs
Resource Management
Communicating the Project
Filtering selected data
Printing Graphical Views of The Project
Printing Reports
Producing Custom Reports
Tracking the Project
Saving A Baseline Plan
Entering Project Progress
Evaluating Project Status
Keeping the Project on Track

## Session 7: Course Close
Practical implementation action plans
Review of lessons learned and next steps

# DAILY SCHEDULE

| Time | Activity |
|---|---|
| 09:00 – 09:30 | REGISTRATION & WELCOME COFFEE |
| 15:30 – 16:00 | NETWORKING & COFFEE-BREAK |
| 13:00 – 14:00 | LUNCH |
| 15:30 – 16:00 | NETWORKING & COFFEE-BREAK |
| 17:30 | END OF DAILY SESSIONS |