

Project Management Proposal



INTRODUCTION

Managing **Government Projects** can often be challenging. You typically need to manage internal staff, external suppliers, contractors, equipment and materials - while meeting the expectations of your Project Sponsor as well as other legislative requirement such as the PFMA.

This four day workshop introduces the participants to THE SEVEN-STEP PROJECT MANAGEMENT APPROACH; define, explore, plan, execute, control, close, and celebrate. Through the instructor's presentation, exercises, and group presentations, participants will be exposed to several project management tools and techniques.

The structure of the workshop will provide participants with an excellent opportunity to immediately apply what they have learned to each individual's real-life projects. Participants are also expected to enrich the workshop with their participation by bringing in their own experiences, questions, comments, and discussion about how they will now apply their newly acquired PM skills.



Course Timings:

Registration will be at 08:00 on Day One. Course sessions will start promptly at 08:30 and end at 15:30. There will be two short breaks for refreshments and lunch will be served at 12:30 of each day's sessions

KEY LEARNING OUTCOMES

By the end of the workshop, participants will be able to create a detailed and integrated plan for their projects, complete with project execution and control techniques. They will also master several communication tools that will allow them to build project teams and communicate with them effectively. Participants will learn how to:

- ✓ Write a project scope statement;
- ✓ Create a four-level work breakdown structure;
- ✓ Set quality standards and a quality control plan;
- ✓ Develop a procurement plan;
- ✓ Carry out a stakeholder's analysis;
- ✓ Develop a communication plan;
- ✓ Develop a risk management plan, with contingency allowances and mitigation plans for project risks;
- ✓ Develop risk register that is complete and complete
- ✓ Create a realistic and achievable schedule;
- ✓ Estimate project costs;
- ✓ Handle critical contract administration issues;
- ✓ Manage the triple project constraint;
- ✓ Manage stakeholders' expectations and relationships; and,
- ✓ Handle scope changes.

DELIVERY APPROACH AND METHODOLOGY

The facilitator will walk the participants through a real life project as an example to guide the participants in applying the tools and techniques to their own projects. Participants will be working in groups and each group will be assigned a special project. The groups will get the opportunity to practice and apply all project processes explained by the facilitator.

PROJECT MANAGEMENT (PM) TOOL BOX

Participants will take home a PM toolbox. The toolbox is a collection of check lists, forms, and schedules that will enable them to plan and execute any project regardless of its size or complexity.

MODULAR OUTLINE

Day 1

MODULE 1: AN INTRODUCTION TO PROJECT MANAGEMENT

- What is a project?
- What is project management?
- Why do projects fail?
- Why do projects succeed?
- Project environment and how it impacts on people and processes;
- Project management life cycle.

MODULE 2: DEFINE THE PROJECT

- Agree on clear project goals and objectives;
- Link objectives to Business Unit and Strategic Plans of the Department
- Define key project deliverables;
- Identify assumptions and constraints;
- Write a project charter and identify project success criteria; and,
- Inform and involve stakeholders in order to gain their buy-in.

MODULE 3: DEVELOP PROJECT CHARTER

- Clearly identify project deliverables;
- List project assumptions and constraints;
- Identify project “must haves” and “nice to have”;
- Identify critical manpower requirements; and,
- Gain approval from key stakeholders.

Day 2

MODULE 4: EXPLORE ALTERNATIVES AND CHOOSE ONE

- Agree on an evaluation criteria;
- Create alternatives to achieve your goal;
- Choose the best alternative;
- Test the best alternative against your success criteria; and,
- Gain commitment and approval of all stakeholders.

MODULE 5: CONFIRM PROJECT SCOPE

- Identify the deliverables, what are you trying to accomplish?
- Develop an effective scope control for the project; and,
- Develop a work breakdown structure.
- Decide on a quality standard for the deliverables.

MODULE 6: DEVELOP A RESOURCE PLAN

- Decide on who will do what; and,
- Produce an organization chart and staff management plan.

MODULE 7: DEVELOP COMMUNICATION MANAGEMENT PLAN

- Identify project stakeholders and conduct a stakeholders’ analysis;
- Agree on how you will keep them informed and involved; and,
- Decide on how to keep the stakeholders informed.

Day 3

MODULE 8: DECIDE ON A PROCUREMENT PLAN

- Conduct, make, or buy analysis in line with Supply Chain Management Policy
- Decide on contract strategy; and,
- Decide on how you will administer the contract.

MODULE 9: DEVELOP A REALISTIC AND ACHIEVABLE PROJECT SCHEDULE

- Use WBS to produce a project network;
- Decide what should be done and when; and,
- Determine the critical path tasks and confirm dependencies.

MODULE 10: DEVELOP A RISK MANAGEMENT PLAN

- Identify and analyze project assumptions and risks;
- Produce an accurate Risk Register; and,
- Develop a risk response plan (Plan A,B,C).

MODULE 11: DEVELOP A REALISTIC COST ESTIMATES

- Develop a three-point estimate for risk mitigation;
- Decide on how to control project cost and changes; and,
- Estimate how much the project will cost (budget) in line with the PFMA
- Present the project plan for approval and decide on the involvement of the various stakeholders.

Day 4

MODULE 12: IMPLEMENT THE PLAN

- Form and develop the project team;
- Build project ownership among project team members;
- Motivate and commit across the team;
- Decide on how information will be distributed;
- Select the contractor and award the contract ;
- Conduct contract administration;
- Scope Verification and quality assurance;
- Address contract administration issues;
- Cope with common project scenarios;
- Assign resources to activities and gain commitment; and,
- Optimize the use of resources and equipment.

MODULE 13: MONITOR AND CONTROL THE PROJECT ACTIVITIES

- Develop overall change control plan;
- Monitor scope, schedule, quality, and cost;

- Control and respond to risk issues;
- Monitor project activities and progress;
- Compare project progress against the baseline;
- Adjust the project plan to meet the project objectives; and,
- Consult and involve team members and stakeholders in order to maximize productivity.

MODULE 14: CLOSE THE PROJECT

- Hold a project close-off meeting;
- Hand over the project to the client and win acceptance;
- Close contracts and finalize team relationships;
- Issue final reports and close out the project file;
- Conduct a post-implementation review and establish lessons learned; and,
- Share the experience with other project teams.

Registration Form

PLEASE COMPLETE THIS FORM AND EMAIL BACK TO INFO@OSEASONSEVENTS.CO.ZA TO SUCCESSFULLY COMPLETE YOUR BOOKING

Company Name _____ Country _____

Tel Number: _____ Fax: _____

Signature: _____ Date: _____

(This booking is not valid without a signature)

DELEGATES DETAILS (PLEASE FILL IN USING BLOCK CAPITALS)

1st Delegate Details:

Title	Surname	First Name
Job Title	Email (required)	Telephone

2nd Delegate Details:

Title	Surname	First Name
Job Title	Email (required)	Telephone

3rd Delegate Details:

Title	Surname	First Name
Job Title	Email (required)	Telephone

AUTHORIZATION

Title	Surname	First Name
Job Title	Email (required)	Telephone

Signature: _____ Date: _____

(This booking is not valid without a signature)

TERMS AND CONDITIONS

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Type of acc: Business Cheque
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Conference Fees

Please select your venue by ticking the boxes below

Please select your options by ticking the boxes below

<input type="checkbox"/>	Conference and Workshop (4 days)	\$ 2,350
<input type="checkbox"/>	Airport Transfer (both ways)	\$ 100
<input type="checkbox"/>	Accommodation Per Night	\$ 110
<input type="checkbox"/>	Optional Tour	\$ 130

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