

PROGRAM OUTLINE

08.00 Registration

08.30 Session 1

I. Principles of Project Management

II. Role of a Project Manager

III. Phases of a Project

- ▶ Typical deliverables in each phases such as requirements planning, design, delivery
- ▶ Project Flow Diagram

IV. Project Control and Scope Management

- ▶ Key Pillars
- ▶ Defining Success
- ▶ Keeping on top of your project
- ▶ Keys to Failure
- ▶ Issue Resolution

10.30 Morning coffee

11.00 Session 2

V. PM Techniques:

- ▶ Methodologies
- ▶ Staying in Control
- ▶ Negotiating a Change
- ▶ Project Economics
- ▶ Project Administration
- ▶ Managing your Career
- ▶ Additional Resources and Help

12.00 Role Play & Discussion

12.45 Lunch

1.45 Session 3

VI. The Delivery Cycle

- ▶ Client and Stakeholder management
- ▶ Structuring Project Teams
- ▶ Tracking milestones
- ▶ PM Status reporting
- ▶ Collaboration
- ▶ Invoicing
- ▶ Managing additional scope requirements
- ▶ Internal testing cycles
- ▶ User Acceptance Testing

2.45 VII. Project Close-out

- ▶ Deployment
- ▶ Hosting
- ▶ Handover Documentation
- ▶ Post Project Review

- 3.00 Afternoon tea
- 3.15 Guest speakers + Q&A
 - Alex Burke, Managing Director, TigerSpike
- 4.15 Summary
- 4.30 Feedback from each table and Final Questions
- 4.45 Close