

## Project Planning and Management Course

By the end of this two-day programme participants will be able to:

- Decide whether to do a Client-specified Project
  - Plan the Project
  - Develop the Project Plan
- Manage the Project (after award)

### Module 1: Purpose of Project Planning and Management

- Main activities in Project Planning and Management
  - Locating these activities in One's Organisation
- Business process of Project Planning and Management

Participants will be able to:

- Define the purpose of Project Planning and Management
- Explain the purpose of Project Planning and Management
- Map the processes of Project Planning and Management

### Module 2: Decide to do a project

Unit 1: Project advertisement  
Unit 2: Project Requirements  
Unit 3: Actual & Required Expertise  
Unit 4: Capacity & Level of Effort

Participants will be able to:

- Align client requirements with service offerings
- Match requirements with competencies
- Match level of effort with capacity
- Describe basis for Collaboration

### Module 3: Plan a Project

Unit 1: Confirm team members  
Unit 2: Standard Govt Agreements  
Unit 3: Sub-Contracts  
Unit 4: Consortia & Joint Ventures  
Unit 5: Allocation of Work

Participants will be able to:

- Identify the project team
- Formulate, conclude agreements
- Allocate preparation work

### Module 4: Develop Project Plan

Unit 1: Proc Docs, Expertise & CVs  
Unit 2: Detailed Product Flow  
Unit 3: Detailed Work Activities  
Unit 4: Resources Allocation  
Unit 5: Packaging Proposals

Participants will be able to:

- Customise CVs, Proc Documents
- Clarify Deliverables, Sequence & Activities
- Allocate Resources to Activities
- Package Proposals

### Module 5: Manage the Project

Unit 1: Project Inception  
Unit 2: Issues in Project Process  
Unit 3: End/Start Project Phases  
Unit 4: Recording & Reporting

Participants will be able to:

- Agree with client Deliverables & Scope at Inception
- Record & Communicate Issues to Client
- Implement procedure: Ending/Starting Project Phases
- Record meetings, Action, Accountability, Timelines
- Formulate Project Progress Reports