

How to Be a Better Project Manager

Course Duration : 3 days

Course Objective

Participants should:

- Be equipped to understand the framework and key principles and be able to contribute to the successful completion of a project,
- Able to use basic features of Microsoft Project as a project management tool.

This Project Management Workshop is based on the [Project Management Framework](#) laid out by the [Project Management Institute \(PMI\)](#), in the Project Management Body of Knowledge (PMBOK). This is a universally adopted standard framework used world-wide, and is considered the most holistic, practical and effective way to manage projects.

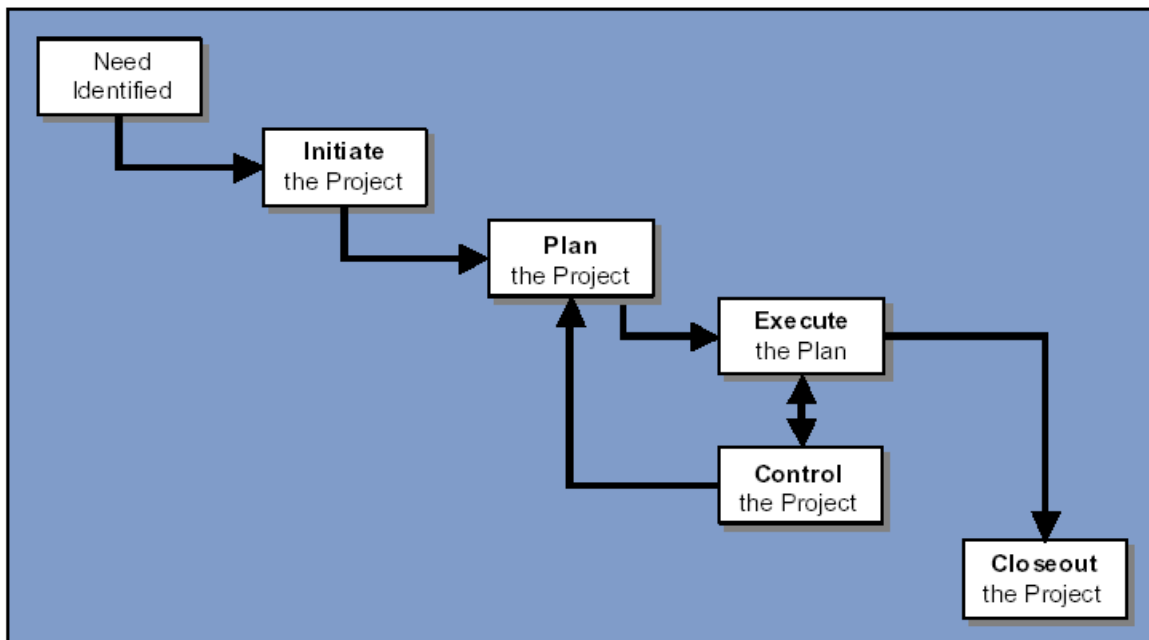


Figure 1.1: Project Process Flow

What our past seminar participants have to say:

- "Great use of break out sessions & group, flitting from lecture material to exercise kept the interest up & monotony out." – Linda Tan, **Ministry of Manpower**
- "Trainer has deep knowledge in Project Management, very well connected to trainees" – Chris Duong, **Mercury Marine Pte Ltd,**
- The Step-by-Step approach to using Microsoft Project was a great help. I now know the best ways to monitor my projects" – Eric Low, **Cummins Sales & Service Pte Ltd**
- I understood how to use Microsoft Project to manage and track the performance of my projects, and plan better" – Phan Dinh Thay, **Casco Adhesive**
- "Excellent! A very practical and useful seminar for all project managers" Zulfi Mohammad, Director Operations, **StarSoft Sdn Bhd**
- "A Very Practical, Hands-on workshop, and lots of case studies helped me understand many mistakes I did in the past." Patrick Ng, Director, B2B Publications

Intellisoft Systems

5001 Beach Road, #03-57 Golden Mile Complex, Singapore 199588
Tel: (65) 9877 3485 Fax (65) 6728 3649 www.intellisoft.com.sg

How to Be a Better Project Manager

Day 1

Introduction to Project Management

- Introduction to project management
- Project management – success and failure factors
- Project Management Framework - phases

Project Initiation

- Scope definition and identifying stakeholder needs and expectations
- Identifying business requirements
- Performing a requirements analysis
- Identifying roles and responsibilities
- Creating a scope document

MS Project 2003 – Tutorial 1 & 2

- Overview of MS Project – menus, toolbars, workspace, Creating a project in MS Project
- MS Project – Creating Tasks, Linking

Planning, Requirement Gathering

- Charter Review
- Project Roles, Team Roles
- Review Elevator Pitches
- Requirement Gathering

Day 2

BRD Responsibility Communication Plan, Scheduling

- The planning phase
- Using SWOT for alternative assessment
- Responsibility Matrix
- Project Scope management
- Schedule, Tasks, Activity Sequencing
- Creating a Work Breakdown Structure (WBS)
- Developing effort, time, and cost estimates

Tutorial 3 – Assigning Resources, Load Balancing, Leveling Over allocations

Project Planning and Risk Management

- Work Breakdown Structure, Critical Path, Project Schedule
- Common scheduling pitfalls
- Risk Identification, Presentation, Risk Review
- Project Estimates
- Procurement Management
- Cost Management

Tutorial 4 – Reporting Options, Tracking Progress, Closing a Project

DAY 3

Execution and Control

- Project execution, Project financials
- Cost estimation tools and techniques
- Resources and quality management
- Managing the project team
- Managing change
- Project Closure

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Tutorial 5 – Customization, Advanced Options, Tracking Costs, Examine Slippage

Change Management

- Group activity - Identify a risk and manage it
- Project leadership, Communication plan
- Resource management

Project Closure & Case Study

- Quality Management
- Communications Close
- Maintenance & Support, Project Handover
- Group Case Study and Presentation

Tutorial 6 – Sharing Project Information, Exporting to Excel, Linking, Templates

Profile of Intellisoft Systems and Trainer Vinai Prakash

Founded in 2004, Intellisoft Systems has been providing consultancy to businesses, and training at local colleges and private institutions. Vinai Prakash holds an MBA from Australia. Armed with 21 years of solid management experience, he is the CEO of 2 companies in the Intellisoft Systems Group.

As the seasoned professional and master trainer at Intellisoft Systems, **Vinai helps companies to improve their skills in Project Management, IT Outsourcing, Business Intelligence & Electronic Marketing.** His articles and insights regularly appear in many magazines, newspapers & books.

Vinai's Project Management articles are published in The Straits Times & Today's Manager (a Singapore Institute of Management Publication) regularly.

Training Methodology

Classroom based lecture, discussions, case studies and hands-on sessions with Microsoft Project.

Certification

Certificate of attendance would be given to participants.

Material

Notes in folders will be provided. Additional Books, Case Studies will be provided as required.

Logistics Details

Class Size: 15-20 participants.

Refreshments: Light refreshments are served during two short breaks.

Course Fee

\$1495 per participant, payable in full, in advance.

\$1395 for more than 5 participants from the same company, and paying in a single invoice/cheque.

Registration

To Register, fill up the Online Registration Form or Email your request to info@intellisoft.com.sg or Fax it to (65) 6728 3649. A Registration form is attached here too.

Make payment by crossed cheque to **INTELLISOFT SYSTEMS.**

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REGISTRATION FORM

- Sept17-19, 2008** **How to be an Effective Project Manager**
- Nov 19-21, 2008** **How to be an Effective Project Manager**

Company Name: _____

Company Address: _____

Contact Name: _____

Email Address: _____

Telephone: _____ **Fax:** _____

Names of Participants: 1. _____

2. _____

3. _____

4. _____

5. _____

Investment: \$1495 per participant (no GST is applicable),
\$1450 each for 2 & above. \$1395 each for 5 & above.

Full Payment by Cash / Cheque _____

Company Stamp: _____

Signature/Date: _____

Fax the completed form to (65) 6296-2995 or email at info@intellisoft.com.sg
A confirmation email will be sent once your registration is accepted and payment is received.
Make your cheque payable to **Intellisoft Systems**