

Efficient Project Coordination & Administration

Methods and Resources to Optimise Project Value from Start to Finish

Introduction

Projects often fail due to poor coordination, integration, communication, and control of people, stakeholders, and contractors rather than a lack of technical expertise on the part of those carrying them out. This is mostly because many project managers are unable to effectively manage and inspire the human resources assigned to the project, in addition to applying the instruments and procedures of contemporary project coordination and control to their projects.

The inability of many of these projects to identify, define, plan, and control client or end-user requirements directly leads to the inability of the project to produce the necessary quality of outcomes planned for the project, in addition to the financial losses incurred by the organisation. Project and programme managers interact with the company's strategic business goals and objectives to a considerably greater extent at this level of management. They also usually participate in financial and strategic business choices that have an impact on the organization's overall performance and efficiency.

Therefore, applying project portfolio management techniques and integrating and wisely using organisational resources become essential to the efficient and fruitful completion of projects.

This Course N Carry Efficient Project Coordination & Administration training course's highlights include:

- Organise and include stakeholders, suppliers, personnel, and projects.
- Determine the project's requirements in advance with regard to the company's goals.
- Recognise the requirements for being a proficient and successful project coordinator.
- Successful project planning, control, and team selection
- Avoid the most typical project management issues and hazards.
- Recognise and put into practice efficient project coordination strategies to successfully finish and transfer projects.

Objectives

This Course N Carry training course's main goals are to assist delegates in:

- Learn about the methods utilised for project management and planning.

- End-user needs should be methodically defined, designed, and integrated into the project.
- Determine the causes of risk, then discover how to reduce any possible dangers and handle ambiguity.
- Acquire knowledge of managing project reporting and documentation.
- Provide efficient systems for observing and controlling performance.
- Competently choose, cultivate, and oversee human resources

Training Methodology

Through structured and interactive learning approaches, delegates will acquire the essential performance and control skills and understanding of project management. The team projects, relevant case studies, group discussions, and critical analysis of video content based on real large-scale construction projects are all included in this training course on effective project coordination and management.

Furthermore, prior understanding of the subjects covered in this training course is not assumed for the Project Management course. Delegates can move from the basic to the more complex notions of project management by progressively introducing new ideas and tools.

Organizational impacts

With the help of this Efficient Project Coordination & Administration training course, you will gain a solid foundation of essential methods, procedures, tools, and techniques for managing teams and projects as well as setting up organisational structures for optimal integration between different organisations.

- Create a dynamic, manageable strategy by incorporating project progress, resources, and risk mitigation techniques.
- Continue to oversee project delivery and performance continuously.
- By using earned value methodologies, project performance may be measured, predicted, and managed.
- Write succinct and lucid project progress reports.
- Determine the effects of uncertainty and risk on the project.
- Manage groups of people, stakeholders, and project teams in an efficient manner

Personal Impact

- In order to guarantee optimal outcomes, this training programme elevates the practice of project planning, coordination, integration, and control.
- Included are the most recent advancements in the sector to give your project management efforts new perspective.
- In order to enable the instant application of newly acquired abilities, the training course has a practical approach as opposed to a theoretical one.

- During the training session, excellent movies of significant initiatives of all kinds are watched and discussed.
- Exercises and group activities will guarantee that the newly acquired abilities are mastered in real-world situations.
- An integrated perspective of the entire project management process is provided by the ongoing integration of related project management disciplines, such as risk.

Who should attend?

The purpose of this Course N Carry project management training programme is to:

- Experts in Project Management
- Managers and Engineers in Project Planning
- Senior professionals in project control and business services that oversee the planning and management of project budgets and timelines in client and contracting organisations

Course Outline

Day 1

Systems and procedures, organisational structures, and the project management framework

- Overview of Project Management
- A Project: What Is It?
- Project management: What is it?
- Stakeholder Definition of a Project Manager
- Setting Up the Environment for Strategy-Based Project Alignment
- Domains of Knowledge & Project Process Flow
- Programme Management and Portfolio Management Under the Triple Constraint
- Project and Programme Management
- Environmental Aspects of Enterprises
- Process Assets for Organisations
- Management of Project Integration
- Project Integration Management: What Is It?
- Create a project charter.
- Organisational Structures for Workshops
- Organisational Structure Projectized Organisation Strong Matrix Organisation Balanced Matrix Organisation Functional Organisation
- Impacts on Initiatives

Day 2

End-User Specifications Management of Project Scope Definition and Development

- Project scope management: what is it?
- Planning Scope
- Statement of Scope
- Definition of Scope
- Stakeholder Evaluation
- Project Goals
- Breakdown of Work Organisation
- Verification of Scope
- Workshop on Scope Control: Choosing and Developing the Project Team
- The Communication Loop Team Development Stages
- The workings of a team
- Types of Authority and Power
- The Hierarchy of Maslow
- Management of Human Resources
- Leadership: What Is It?
- Characteristics of a Team: Situational Leadership Approaches

Day 3

Techniques for Selecting Projects and Managing Time

- Net Present Value of Project Selections
- Opportunity Loss
- Benefit to Cost Ratio; Payback Period; Internal Rate of Return
- Project time management: what is it?
- Decomposition of an Activity, Activity List, and Activity Attributes
- The Order of Activities
- Priority Method of Diagramming (PDM)
- Method of Arrow Diagramming (ADM)
- Determining Dependency
- Utilising Lags and Leads
- Timetable for the Project Network
- Activity Resource Approximation of Available Resources
- From below Calculating the Need for Activity Resources
- Estimating Activity Duration: Analogous Estimating Parametric A Calculation of Reserve Analysis
- Three-Point Approximations: Activity Length, Schedule Creation
- Workshop on the Critical Path Method, Schedule Compression, and Schedule Control

Day 4

Definition of Project Quality and Analysis of Risk and Contingency

- Management of Project Quality
- Project quality management: what is it?
- Superior Arrangement
- Management of Quality
- Carry out quality assurance
- Execute Cause-and-Effect Diagram Control Charts for Quality Control
- Flowcharting Workshop: Pareto Diagram Run Chart
- Analysis of Project Risk and Contingency
- Terms - What Constitutes Risk?
- Process of Risk Management: Identification of Potential Risk Events via Risk Management Model
- Techniques for Qualitative and Semi-Quantitative Risk Analysis
- Risk Ranking and Matrices of Risk
- Creation of a Progressive Risk Management Plan
- Thorough Risk Assessment and Setting of Priorities
- Concepts of Expected Monetary Value
- Risk Register: Probability and Impact Matrix for Risk Quantification and Expected Monetary Value
- Strategies for Risk Response Planning Workshop on Contingency Plans for Risk Response

Day 5

Project Closure, Control, and Progress Management

- Enterprise Value (EV) Reporting for Project Management
- Important Earned Value Terms
- Integrating Timetable and Expenses
- Report on Project Status
- Variance in Schedule (SV)
- Variance in Cost (CV)
- Index of Schedule Performance (SPI)
- SPI Run Chart
- Index of Cost Performance (CPI)
- Calculated Expense at Completion Calculated Time at Completion
- Project Termination