

## **Managing Small Projects**

### **Course Summary**

#### **Description**

This course focuses on the importance of good scope definition, schedule planning and project control. This course will be particularly valuable to individuals who manage small projects in addition to their day-to-day work responsibilities. The format of the course includes a workshop, lecture and group discussion.

#### **Objectives**

At the end of this course, students will be able to:

- Use key steps to plan a small project
- Direct answers to real world planning issues
- Estimate project deliverables
- Administer the project once in execution
- Track and update the project schedule
- Closeout the project

#### **Topics**

- Introduction
- The basic project team structure
- Project Planning Processes
- Scope planning:
- Work package planning:
- Schedule planning:
- Completing the plan:
- Project Control Issues
- Monitoring and Updating Process

#### **Audience**

This course is designed for individuals who are or will be assigned to manage small projects.

#### **Prerequisites**

There are no prerequisites required for this course.

#### **Duration**

One day

## Managing Small Projects

### Course Outline

#### **I. Introduction**

- A. Key concepts and definitions
- B. Benefits of project management
- C. Project life cycle
- D. Project selection process
- E. Project planning and control model
- F. Project Management Organization and People Issues

#### **II. The basic project team structure**

- A. Project manager as a communicator
- B. Managing project conflicts

#### **III. Project Planning Processes**

- A. Scope planning:
  - 1. Project charter
  - 2. Work breakdown structure
  - 3. Workshops

#### **IV. Work package planning:**

- A. Defining work elements
- B. Resource estimating
- C. Planning external costs
- D. Workshops

#### **V. Schedule planning:**

- A. Schedule planning considerations
- B. Steps in developing a schedule
- C. A scheduling technique
- D. Schedule and external budget plan
- E. example – workshops

#### **VI. Completing the plan:**

- A. Compare plan with constraints/objectives
- B. Updating the project charter
- C. Implementing the project

#### **VII. Project Control Issues**

- A. Administering the Project:
- B. Kick off meetings
- C. Issues management
- D. Assumptions management
- E. Change control

#### **VIII. Monitoring and Updating Process**

- A. Project Closeout
- B. Schedule and Cost Control