



Project Management & Planning

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International Emirates Management for Quality

Project Management & Planning

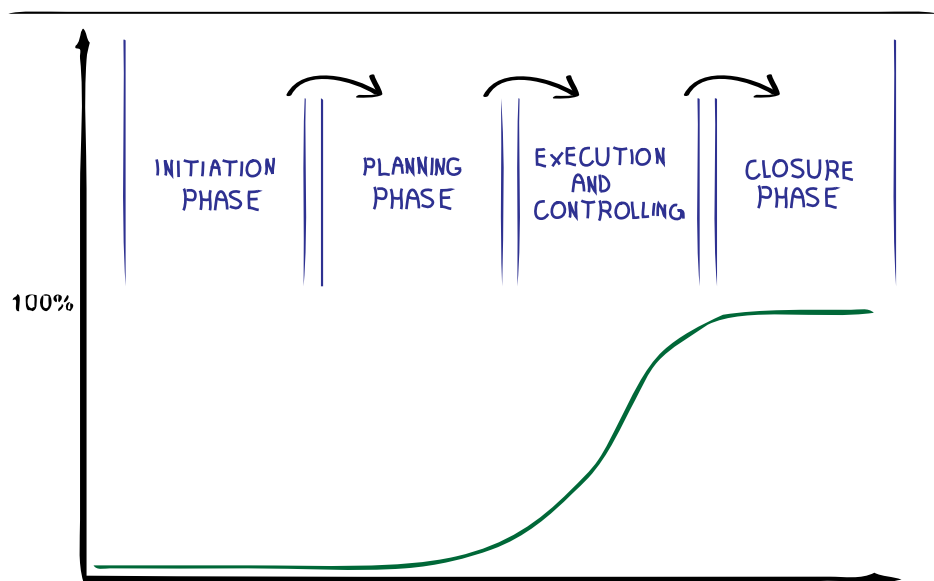
- How do you plan in a complex, fiscally constrained, and rushed environment?
- Is there a proven planning model that anyone can use for any project?
- Why are the exclusions in a Project Scope Statement as important as the inclusions?
- Can a project critical path change during a project?
- How is a project budget "built up" from the work breakdown structure?
- What use is a stakeholder analysis to a project manager?
- How is a risk budget compiled? Is the project risk/contingency budget always 10%?
- What can be done about the human resource issues related to project closure?

Project managers are often bewildered by the increasing array of questions and issues related to project management. Many potential project managers elect to pursue other paths because of the overload of popular jargon and myths they hear about project management and the career implications of project failures.

Project planning is almost always rushed and team participation in the development of the project plan is minimal, leading to confusion, alienation and a lack of commitment towards the achievement of the project goal.

Very few professionals have the opportunity to construct a firm platform of robust knowledge on project management before they are rushed into project teams and required to deliver results.

This seminar provides that required platform of knowledge, understanding and practical know-how.



Goal of the Seminar

The goal of this seminar is to provide you – the delegate – with:

- a clear, practical understanding of how projects are planned and managed; and
- empower you to practice project management in a systematic way through a set of simulated exercises

Who should attend?

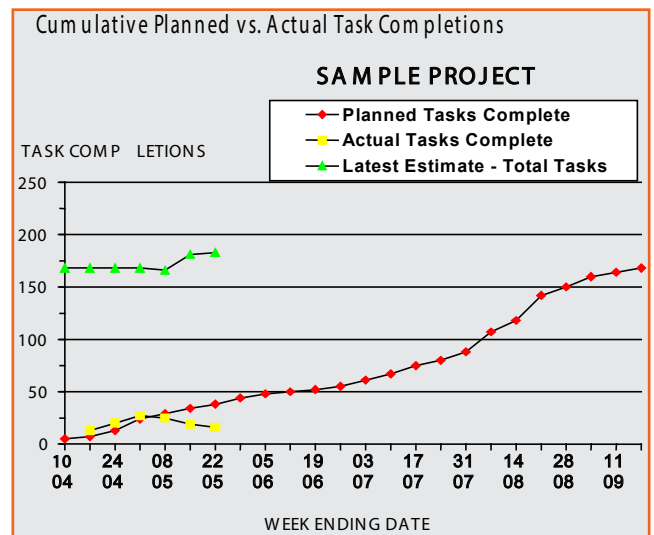
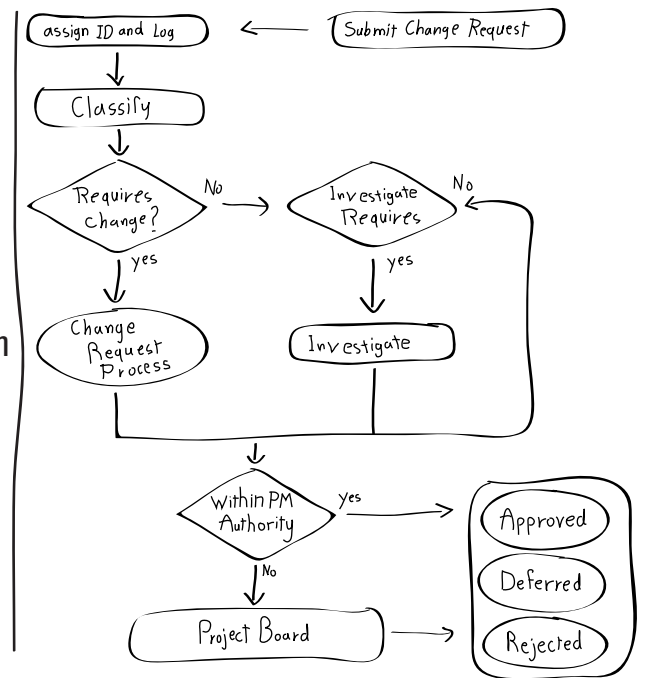
This highly practical seminar is ideal for:

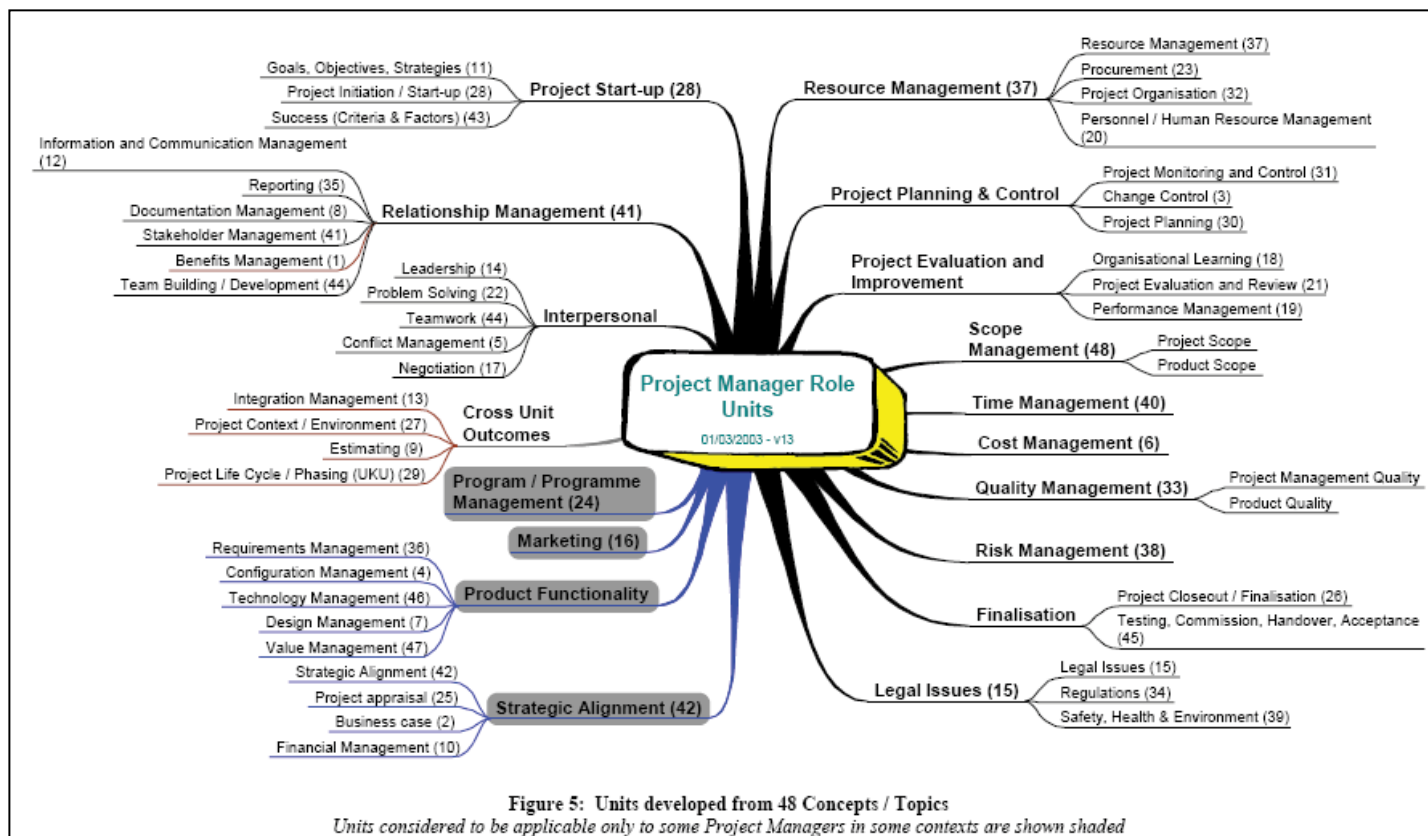
- Professionals on all levels who wish to enhance their practical project management skills
- Young executives, managers and team leaders with aspirations of advancement
- Existing project managers and project team members who wish to perform better on projects

How you will benefit:

After attending this seminar you will:

- Have an in-depth understanding of how a proven planning model
- Understand practically how the various components and techniques of project management fit together
- Have successfully participated and completed a simulated project planning cycle
- Have participated in practical exercises aimed at applying project management principles and techniques
- Have understood and experienced the importance of efficient team work and leadership during projects





Source: Global Performance Based Standards for Project Management Personnel, Working Report No 1, February, 2003, Lille, France

CALCULATION FOR PAYBACK PERIOD							
PAYBACK PERIOD CASHFLOW							
Year	2000	2001	2002	2003	2004	2005	2006
REVENUE							
Cost savings & reductions							
Savings on IT overheads		60,000	60,000	60,000	60,000	60,000	60,000
Savings due to efficiency : inventory		72,000	72,000	72,000	72,000	72,000	72,000
Savings due to efficiency : vehicles		52,000	52,000	52,000	52,000	52,000	52,000
Savings due to efficiency: operations			1,100,000				
Savings due to Finance Dept efficiencies		84,000	84,000	84,000	84,000	84,000	84,000
Sub Total Cost savings	0	268,000	1,368,000	268,000	268,000	268,000	268,000
Hardware & Communications Equipment							40,000
Sub Total Salvage	0	0	0	0	0	0	40,000
TOTAL REVENUE	0	268,000	1,368,000	268,000	268,000	268,000	308,000
COST OF PRODUCTION							
Initial investment	1,425,356						
Variable costs							
Repairs		3,000	5,000	5,000	6,000	6,000	6,000
Spares		1,000	2,000	2,000	2,500	2,500	2,500
Updates, unscheduled maintenance		10,000	10,000	10,000	14,000	14,000	14,000
Subtotal variable costs	0	0	14,000	17,000	17,000	22,500	22,500
Fixed and overhead costs							
Maintenance agreements		60,000	60,000	60,000	60,000	60,000	60,000
Pre-positioning of spares & spare equipment			10,000	10,000	12,000	12,000	12,000
Subtotal fixed & overheads costs		60,000	70,000	70,000	72,000	72,000	72,000
Total costs	1,425,356	74,000	87,000	87,000	94,500	94,500	94,500
Pre-tax profit/loss	-1,425,356	194,000	1,281,000	181,000	173,500	173,500	213,500
Accum pre-tax profit/loss	-1,425,356	-1,231,356	49,644	230,644	404,144	577,644	791,144
(show positive or negative sign)	-ve	-ve	+ve	+ve	+ve	+ve	+ve
pre-tax payback period	2.96 years						
Depreciation deduction		285,071	285,071	285,071	285,071	285,071	
Tax deduction for fixed & overhead costs		-60,000	-70,000	-70,000	-72,000	-72,000	-72,000
Taxable profit		419,071	1,496,071	396,071	386,571	386,571	141,500
Tax @ 20.5%		85,910	306,695	81,195	79,247	79,247	29,008
After tax profit/loss		108,090	974,305	99,805	94,253	94,253	184,493
Accumulated profit/loss	-1,425,356	-1,317,266	-342,960	-243,155	-148,902	-54,649	129,844
(show positive or negative sign)	-ve	-ve	-ve	-ve	-ve	-ve	+ve
post-tax payback period	6.30 years						

Daniel White (“Danny”)

Wired with the heart of a teacher, Danny White is an accomplished, results-oriented leader and team player. He served as a U.S. Marine Corps officer for over twenty-one years, retiring as a Lieutenant Colonel.



Danny led and supported numerous highly motivated, culturally, and ethnically diverse teams from the U.S. and twenty-one other nations. His experience includes sustained, superior performance in the following areas: leading personnel, mastering and teaching the Marine Corps planning process, and managing a wide range of civil engineering and facilities maintenance projects in eight geographically dispersed countries.

He feels that he has learned more about leadership from rearing seven children than any other job. Danny now runs a company called Lead with Liberty and serves as a speaker and leadership consultant focused on encouraging other leaders along their journeys.

Danny holds a Masters Degree in Engineering Management.

COURSE SCHEDULE

DAY 1: 27 October 2013

Morning refreshments	07:00 to 08:00
Session 1 08:00-10:00	<ul style="list-style-type: none">● The project management environment● Project and product life cycles● Project management & standards● Project plans
Break (Refreshments)	10:00 to 10:30
Session 2 10:30-12:30	<ul style="list-style-type: none">● Project planning : a proven planning model (Problem analysis, course of action (COA) development , COA assessment, COA comparison & decision)
Break and Luncheon	12:30 to 13:30
Session 3 13:30-14:30	<ul style="list-style-type: none">● Project planning : a proven planning model (Final plan documentation, transition)
Wrap up	14:30 to 15:00

DAY 2: 28 October 2013

Morning refreshments	07:00 to 08:00
Session 4 08:00-10:00	<ul style="list-style-type: none"> ● Project planning (Including scope statement, work breakdown structure, resource allocation matrix, activity precedence & duration, networks, Gantt charts, work authorizations)
Break (Refreshments)	10:00 to 10:30
Session 5 10:30-12:30	<ul style="list-style-type: none"> ● Project planning (Including scope statement, work breakdown structure, resource allocation matrix, activity precedence & duration, networks, Gantt charts, work authorizations)
Break and Luncheon	12:30 to 13:30
Session 6 13:30-14:30	<ul style="list-style-type: none"> ● Project financial and procurement management (Including project funding, budgets, cash flow, project accounting)
Wrap up	14:30 to 15:00

DAY 3: 29 October 2013

Morning refreshments	07:00 to 08:00
Session 7 08:00-10:00	<ul style="list-style-type: none"> ● Project financial and procurement management (Including project funding, budgets, cash flow, project accounting)
Break (Refreshments)	10:00 to 10:30
Session 8 10:30-12:30	<ul style="list-style-type: none"> ● Project communications management (Stakeholder analysis and management)
Break and Luncheon	12:30 to 13:30
Session 9 13:30-14:30	<ul style="list-style-type: none"> ● Project communications management (Stakeholder analysis and management)
Wrap up	14:30 to 15:00

Day 4 : 30 October 2013

Morning refreshments	07:00 to 08:00
Session 10 08:00-10:00	<ul style="list-style-type: none"> ● Project risk management
Break (Refreshments)	10:00 to 10:30
Session 11 10:30-12:30	<ul style="list-style-type: none"> ● Project monitoring
Break and Luncheon	12:30 to 13:30
Session 12 13:30-14:30	<ul style="list-style-type: none"> ● Project closure
Wrap up	14:30 to 15:00

Registration Form

“Project Management & Planning”

When: 27- 30 October 2013

Where: Baniyas Board room in Beach Rotana Hotel-Abu Dhabi.

Duration: 4 Days

Price: US\$ 2400

Led By: Daniel White

Personal Details:

Name (Mr./Ms.):

Company:

Position:

E-mail:

Phone:

Payment Details:

- * Payments to be made in US \$.
- * A confirmation letter and invoice will be sent to you on receipt of your registration and fees.
- * Kindly note that the fee must be paid in full before the event. Only those delegates whose fees have been paid in full will be admitted to the event.

For payments by cheque:

- * Please forward the registration form/s together with the cheque to IeMQ, PO Box 5062, Abu Dhabi, UAE.

For payments by direct deposit:

* Account Name: International Emirates Mngmnt Quality; Account Number: (USD) 11241007;
Bank: Abu Dhabi Islamic Bank; Branch: Khalidiya Branch, PO Box 31545, Abu Dhabi, UAE.

- * Please forward the registration form/s together with the remittance advice to:
IeMQ, PO Box 5062, Abu Dhabi, UAE.

Cancellations:

- * If you have registered for a seminar but are unable to attend, a substitute attendee is welcome.
- * If you cannot nominate a substitute and you wish to cancel the registration, then an administrative charge of US\$ 200 is applicable.
- * If the cancellation notification is received less than five working days before the event, then the full registrtrion fee is applicable.

Preliminary Schedule:

- * This event schedule may change due to unforeseen circumstances. Any changes will be reflected on our website and the applicable brochures. IeMQ reserves the right to change event details, including dates, content, presenters and venues.

