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• Generate effective work breakdown structures
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• Define appropriate cost reporting mechanisms for your projects
• Define, analyse and manage the risks associated with your projects
• Introduce appropriate quality management procedures
• Keep your projects on track using the ‘Earned Value Analysis’ method
• Exercise an appropriate leadership style and keep team members creative and motivated
• Avoid the pitfalls caused by a lack of understanding of the legal issues pertaining to projects
• Use appropriate software to leverage your time and expertise
• Deal with projects that have a large degree of inherent uncertainty and/or a strong emphasis on timely completion

WHAT YOU WILL LEARN:

12 MODULES OVER 3 MONTHS

For upcoming commencement dates, please view our course schedule at:
http://www.eit.edu.au/schedule

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PRESENTED BY

JOHN LAWRENCE

B.Sc [Hons] M.Sc B.Com [Hons]

In today’s hyped up world, one is hesitant to describe anyone as ‘outstanding’, but John Lawrence has distinguished himself over the last 15 years with excellent course reviews.

John has 20 years of experience as a project and departmental manager for a multinational oil company, focusing on designing and managing the infrastructure of the telecommunications, data communications and IT systems. In the past 5 years, John has worked extensively for a number of multinational clients, managing projects including facilities management, budgeting and financial forecasting.

When John is not consulting or lecturing, he enjoys increasing his own skills by reading and writing about state-of-the-art technology topics and how to optimise Return On Investment (ROI) for the overall IT infrastructure. John is a dedicated professional who has trained engineers and technicians throughout the world.

Please note: Lecturers are subject to change.

12 MODULES OVER 3 MONTHS

OVERVIEW

More and more engineering and technical professionals are making career transitions from product design into project management. This, however, requires formal training and a willingness to learn new skills.

All the technical know-how in the world will not deliver a project successfully, i.e. with the required level of quality, within cost constraints and on time, without proper project management skills. Unfortunately very few engineering professionals have any degree of formal project management training, which results in a great deal of personal stress as well as cost blow-outs and other woes. The lack of training often applies to the ‘people skills’ required for effectively leading the project team as well.

To address this problem, the course will focus on the critical project related activities such as work breakdown, scheduling, cost control and risk management, and show how these can be performed with software to lighten the project manager’s workload. The ‘soft’ (but equally important) aspects such as team leadership and contract law are also covered. All topics will be supplemented with practical exercises focusing primarily on the areas of electrical/electronic (including instrumentation) and mechanical engineering. If delegates wish to do so they can choose, as a basis for the practical exercises, small projects from their work environment so that they are familiar with the attributes thereof.

INCLUDES 4 FREE REFERENCE MANUALS

VALUED AT OVER US$400

YOU WILL RECEIVE 4 OF OUR UP-TO-DATE TECHNICAL EBOOKS TO ADD TO YOUR LIBRARY.

- Leading your Engineering Team to Top Performance
- Practical Project Management for Engineers and Technicians
- People Management Skills for Technical Professionals
- Practical Financial Fundamentals and Project Investment Decision Making

Received upon completion.

All materials required for the course will be provided electronically, in smaller, easy-to-read sections.

Please Note: eBooks are available in hard copy at 50% of the recommended retail price. Contact us for pricing details.
Throughout the program you will participate in hands-on exercises using simulation software, which will help you put theory to practice immediately!

HARDWARE AND SOFTWARE REQUIREMENTS
All you need to participate is an adequate Internet connection, PC, speakers and a microphone. The software package and setup details will be sent to on the program start date.

ENTRANCE REQUIREMENTS
Some practical work experience in some of these topics would obviously be advantageous.

PRACTICAL EXERCISES

MODULE 1: Introduction
- Project definitions
- Project life cycles
- Professional Bodies of Knowledge
- Project organizations
- Project success criteria
- Critical success factors

MODULE 2: Fundamentals
- Quality project plans
- Work breakdown structures

MODULE 3: Time Management
- Critical path method
- Precedence method
- Gantt charts

MODULE 4: Fundamentals
- PERT charts
- Resource levelling
- Progress monitoring and control
- Software Selection

MODULE 5: Cost Management
- Cost estimating
- Estimating methods
- Forecast final cost
- Budgeting
- Financial control
- Change control

MODULE 6: Earned Value Analysis and Management
- EVA/EVM concept
- Definitions
- Examples and case studies

MODULE 7: The Project Manager
- Management vs. Leadership
- Management/leadership theories
- Cultural influences
- Authority and power of the project manager
- Project management functions
- Project manager selection

MODULE 8: Quality Management
- Quality concepts and definitions
- Quality management fundamentals
- Supply chain relationships
- Quality assurance systems
- ISO 9000:2005 quality system guidelines

MODULE 9: Risk Management
- Definitions
- Risk management
- Risk identification
- Risk analysis
- Risk treatment

MODULE 10: Contractual Issues
- The Commonwealth legal system
- Attributes of contracts
- Procurement strategies
- Tendering
- Extensions and termination of contracts
- Remedies for breach

MODULE 11: Evaluation of Financing Options for a Project
- Overview of Financial statements
- Time lines of Money
- Compounding
- Discounting
- Future Value of Money

MODULE 12: Time Value of Money and Related Concepts
- Present Value
- Present Values of Multiple Cash Flows
- Net Present Value (NPV) of Multiple Cash Flows
- Internal Rate of Return (IRR)

CERTIFICATION
Participants completing and achieving at least 50% or more in each assignment, as well as attending 65% of the live webinars, will receive the Engineering Institute of Technology Professional Certificate of Competency in Project Management for Engineers and Technicians.

ON-SITE TRAINING
We can provide our training at the venue of your choice. On-site training can be customised and by bringing the trainer to site the dates can be set to suit you!

“The Customer is Always Right” – so tell us what you need and we will design a training solution at your own site.

For a FREE detailed proposal please contact Kevin Baker via email: training@idc-online.com