



## Seminar



# Project Management

### Who should attend:

*Senior managers and upper-level managers wanting to overview the principles of managing projects and their contribution to organization's success.*

*Engineers and technical specialists who are leading project management teams.*

*Construction managers battling work hold-ups and skyrocketing material costs.*

*Product and new product development managers concerned with making the organisation responsive to critical product line needs.*

*Research and Development managers moulding new projects.*

*Computer Systems – Information Technology managers struggling with a never-ending wave of specification changes.*

## About the Seminar

**The whole discipline and art of project management is going to be the essence of management training, operational excellence, and value added.**

**Tom Peters, author, consultant**

There is no other challenging task, but to manage a complex, non-routine, one-time effort limited by time, budget, resources, and performance specifications designed to meet customer needs, vis-à-vis, a project. As a Project Manager, your career and future are 'on-line', because your performance will determine the success or failure of the project, and many a manager's reputation has been created or destroyed in the role of project management. If you operate in a dynamic world of continuous change, with crushing deadlines, budget constraints, and seemingly endless crises, then this seminar is tailored to assist you coping with these challenges.

### OBJECTIVES

The purpose of this workshop-style seminar is to master fundamental project management skills, concepts and techniques. Gain practical experience in managing projects through the wealth of valuable, flexible tools that you can use immediately to ensure the success of any project in any type of organisation.



### Lecture: Dr. John Politis

Dr. Politis is a pioneering Faculty and Curriculum Leader of the Engineering Management Program, Faculty of Business and Engineering, Higher Colleges of Technology in the United Arab Emirates. Before taking up this position in 2000, Dr. Politis was a lecturer and consultant at the University of Technology Sydney; University of Western Sydney; Central Queensland University, and Macquarie Graduate School of Management in Australia. He has also spent more than 18 years in Australia and Europe in a wide range of managerial roles. His most notable project management role was in the Design and Development of the MDX/MD Explorer Helicopter for McDonnell Douglas Company.

Dr. Politis received his Ph.D. in business leadership at the University of Technology Sydney; his research investigated self-leadership and self-managing teams. In addition, he holds a large number of additional qualifications including an MBA (Century University), BE, Dip-Ing, GCEM, GCOET, FIEAust, FIPENZ, AFAIM, FEANI-EURIng, MAMA, MASME and TEE.

Dr. Politis is a Fellow of the Institution of Engineers, Australia; Associate Fe

llow of the Australian Institute of Management and Chartered Professional Engineer of the American Society of Mechanical Engineers as well as an active member of a number of editorial boards.

Cost:200 euro

## Επιδότηση του σεμιναρίου μέσω ΛΑΕΚ 0,24%

Το ΛΑΕΚ του 2017 θα ξεκινήσει στις αρχές του 2017. Στο πρόγραμμα μπορούν να λάβουν μέρος Ιδιωτικές Επιχειρήσεις και φορείς του Δημόσιου τομέα, όπως αυτός ορίζεται στο άρθρο 51 παρ. 1 του Ν.1892/1990 (ΦΕΚ Α' 101), όπως ισχύει. Το προσωπικό το οποίο έχουν δικαίωμα να καταρτίσουν πρέπει να είναι ασφαλισμένο στο ΙΚΑ και να υπάρχει έστω και σε ένα Κλάδο Ασφάλισης του ΟΑΕΔ.

### ΑΠΑΡΑΙΤΗΤΕΣ ΠΡΟΫΠΟΘΕΣΕΙΣ ΕΝΤΑΞΗΣ:

- Η καταβολή στο ΙΚΑ της εργοδοτικής εισφοράς 0,24% από την επιχείρηση για τους εργαζόμενους σε αυτήν για το έτος 2017.
- Κατά τη διάρκεια της κατάρτισης, η μη χρηματοδότηση της επιχείρησης από άλλο πρόγραμμα του Ο.Α.Ε.Δ. για τους εργαζόμενους που πρόκειται να καταρτιστούν, εκτός αν αποφασίσει διαφορετικά η Επιτροπή Διαχείρισης του Λ.Α.Ε.Κ.



## *Seminar Outline*

What are projects? Why project management? Its importance.

Introduction to project management and project management processes.

The foundation, techniques and tools to manage each stage of the project life cycle.

**Project management organisation:** Choosing the appropriate project management structure: Organisational culture – implications of organisational structure for organising projects.

**Defining and scheduling the project - :** Project scoping: Scope creep: Work packages and Work Breakdown Structure (WBS): Coding the WBS for the information system: Responsibility matrix.

**Estimate project times and costs:** Elements of budgets – time/cost/performance trade-offs: Methods for estimating times: Types of costs associated with projects: Creating the database for estimating. The use of learning curves in project estimates. Activity-on-Node (AON) and activity-on-arrow (AOA). Perform activity analysis using the forward and backward pass. Find the critical path(s) and slack of a project network.

**Gantt charts and resource allocation – resource schedule:** Types of resources: Problems with resource allocation: Assigning resources to a project: Benefits of scheduling resources: Resource loading and levelling: Multi-project resource schedules.

**Managing risk in projects:** Risk identification and assessment: Determining the degree of risk: Traditional and contemporary approaches to project risk management: Contingency planning: Contingency funding and time buffers: Streamlining by 'what-ifs'.

**Reducing project duration – project cost optimising:** Project cost duration graph: The cost-slope concept: Crashing times: Working with budgets: Time reduction decisions and sensitivity: What if Cost, Not Time, is the Issue?

**Project control and evaluation:** Set up the project monitoring information system: The project control process: Monitoring time performance – actual progress to date: Develop an integrated cost/schedule system: Develop baselines-costs in baselines-variance analysis: Identify the indexes to monitor progress: Forecasting cost to project completion:

**Project closeout:** Scope verification and customer acceptance: Administrative and contractual closure: Transferring lessons learned to future projects.

**The project manager's role:** Managing versus leading a project: Qualities of an effective project manager: Project manager's role over the Project Life Cycle: Reflection on change – Covey's 8 Habits of Highly Effective People: Ethics and project management:

**Project management and the future:** Current and future trends in project management: Unresolved issues: Career in project management.

**Using computers for project management:** Project management software: Practice project management using Microsoft Office Project 2003 or later version.

**The MS Project will help simplify Project Management by allowing participants to do the following on a personal computer:**

### **Enter tasks.**

- ✦ Enter the duration of each task.
- ✦ Link tasks to other tasks or activities.
- ✦ Assign resources to tasks to effectively schedule and utilize a resource's time.
- ✦ Assign costs to resources and tasks.
- ✦ Track progress and costs once the project begins.





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education better...*



INTERNATIONAL  
MANAGEMENT  
STUDIES

International Management Studies was set up in Greece back in 1995 by a team of British management education specialists to provide high quality management development programmes to experienced and talented professionals. IMS runs a wide range of business seminars for both companies and individuals.

Located at 296 Kifissias Avenue, Chalandri, Athens, IMS houses seminar rooms, a computer network and a management education library.

International Management Studies is exclusively responsible for promoting the **MBA** in Greece, handling enquiries and providing information. In order to maintain high standards of consistency throughout the world, all admissions decisions are made by the University of Strathclyde. SBS is solely responsible for the implementation of the Programme in Greece. Successful participants are awarded a University of Strathclyde Master of Business Administration.

With so many MBA programmes on offer, the choice of school is crucial. An MBA from the **University of Strathclyde's Graduate School of Business**, a constituent part of the Strathclyde Business School faculty, is the best investment one can make for his career as a professional manager. Strathclyde's international reputation, combined with its high academic and selection standards, is a guarantee that the MBA will retain its value in the years to come.

The Strathclyde MBA has been available outside the UK since 1988. Over 2000 course participants have now graduated and over 1500 are currently studying the programme in their own country. This success is due to the unique delivery structure developed by the University across the World.

The University is located in Glasgow, Scotland and operates in another 8 countries around the world namely the Gulf (Abu Dhabi, Dubai, Oman and Bahrain), in Hong-Kong, Malaysia, Singapore and Switzerland.

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## Διευκρινήσεις

Πληροφορίες πληρωμής, κατόπιν συνεννόησης

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Ωράριο λειτουργίας: 10:00 έως 20:00